

INSTITUTES FOR BEHAVIOR RESOURCES, INC.
JOB DESCRIPTION

Job Title: Clinical Director	Center/Program/Dept.: R.E.A.C.H. Mobile Health Services/Substance Abuse
Work Location/Address: 2104 Maryland Avenue, Baltimore MD 21218	Work Status: (Reg/Temp; FT/PT/OC) Regular; Full Time

JOB SUMMARY: *(Brief description of the main purpose of the job, how it relates to the mission of the agency, and nature of supervision received)*

The Clinical Director is responsible for the day-to-day clinical oversight of the ethical, professional and humanistic delivery of quality substance abuse services and leadership of the clinical research program. Responsibilities include providing clinical supervision of program clinical staff and contractual services: coordinating clinical services among various projects and staff; providing staffing and training activities; assisting in the development and implementation of policies and procedures related to clinical services and ensuring program policy compliance; ensuring regulatory and contractual compliance governing the delivery of services, grant writing and oversight of clinical research projects conducted by I.B.R., assisting with program development activities.

ESSENTIAL FUNCTIONS: *(Statements that identify the fundamental duties and responsibilities that must be performed.)*

1. Participates in the staffing activities for the program's various projects through recruitment, selection, placement, retention, and termination recommendations of clinical staff.
2. Provides supervision for line staff, oversight and coordination of counseling components of clinical care within and among the program's various projects.
3. Provides day-to-day supervision of program clinical staff and clinical contractual services, provides periodic performance evaluations and necessary disciplinary actions and performance improvement plans for all clinical staff, and promotes positive staff morale.
4. Prepares agenda and facilitates Treatment Team meetings.
5. Provides oversight, plans, implements and facilitates related clinical staff orientation, training and development in areas of clinical skills and administrative responsibilities.
6. Monitors, enhances and evaluates clinical services and procedures.
7. Meets with patients concerning service provisions and grievance interviews.
8. Identifies and addresses gaps in service delivery.
9. Directs the auditing of active and closed patient records to ensure compliance with program policies and procedures and regulatory and contractual agency requirements governing the delivery of services, data collection, record keeping and reporting.
10. Ensures that the ethical and quality standards of the program, the Federal Confidentiality regulations, the SAMSHA regulations governing methadone and the ADAA policies and procedures are followed.
11. Assists in coordinating the compliance of CARF standards to ensure continued accreditation.
12. Serves as liaison to off-site program partnerships developed by IBR – REACH M.H.S.
13. Assists in the development and implementation of enhanced program services and new project initiatives.
14. Assists in the development and implementation of programmatic and administrative policies, procedures and protocols related to clinical services.
15. Leadership of the clinical research program to include grant writing and oversight of clinical research projects conducted by I.B.R.
16. Participates in meetings within the substance abuse community and other related fields in order to promote the program's movement toward its mission.
17. Adheres to accepted ethical and behavioral standards of conduct, and attends trainings and formal education as needed to maintain and/or advance credentialing or develop job skills.
18. Ensures that federal regulations on privacy, confidentiality, and patient's rights are enforced (42 C.F.R., Part 2, and HIPAA)
19. Participates in the Continuous Quality Improvement Programs.
20. Serves on the patient Grievance Team on an as needed basis.
21. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES: *(List of any knowledge, skills, and abilities that are critical to successful job performance.)*

1. Comprehensive knowledge of drug abuse treatment modalities and associated regulatory requirements with demonstrated clinical expertise in working with the substance abuse population and individuals in psychiatric distress.
2. Comprehensive knowledge of established diagnostic criteria for substance abuse disorder (DSM-IV and ASAM PPC-II), drug abuse treatment modalities, and therapeutic intervention techniques.
3. Knowledge of federal, state, local and agency regulations, policies and procedures governing human subject research, confidentiality and medication assisted treatment delivery.
4. Knowledge of urine, oral swab and blood screening procedures, psychometric instruments and prevention approaches and procedures for dealing with HIV and other infectious diseases.
5. Skills in supervising, evaluating and disciplining a staff of professionals and paraprofessionals with demonstrated ability to motivate others and secure cooperation.
6. Ability to develop and maintain effective and ethical relationships with staff, individuals and groups.
7. Ability to work as part of a comprehensive community support systems, health and human service resources and activities.
8. Ability to design and conduct original clinical research and supervise others who assist with research projects.
9. Ability to write publishable research reports.
10. Ability to write winning research grant proposals.
11. Excellent oral and written communication skills with knowledge of medical terminology as related to substance abuse and dependency.
12. Excellent organizational and administrative skills with demonstrated ability to establish goals and develop methods and systems of program implementation and accountability.
13. Flexibility in days and hours available for scheduled work, including evenings and weekends.
14. Typical office conditions with frequent sitting, standing, and walking
15. Frequent repetitive hand motion with use of computer and office equipment.
16. Ability to accurately document information and complete written reports, statistics, and clinical records in a timely fashion with demonstrated knowledge of legal requirements for documentation.
17. Knowledge of computers, and word processing and data processing software.
18. Ability to work with a culturally diverse population.

EDUCATION AND EXPERIENCE: *(List of minimum required educational degrees, licenses, registrations, certifications, trainings and experience)*

1. Current licensure/certification in good standing as a LCADC, LCSW-C, CPC, or Clinical Psychologist
2. Five (5) years professional experience in a clinical research or administrative position in a substance abuse treatment program with at least two (2) years of supervisory experience.