



MESCALERO APACHE TRIBE POSITION ANNOUNCEMENT

Position Title:	Clinical Director	
Department:	Four Direction Treatment & Recovery Center	
Employment Status:	Exempt	Grade: E5
Open date:	August 23, 2021	Closing: Open Until Filled

Job Summary

Provide and document direct day-to-day clinical supervision. Leads the Treatment Team by ensuring meeting schedules and basic documentation of Team's interactions.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Duties and Responsibilities

- Provides direct clinical supervision employing all phases of clinical services, identifying and selecting best treatment model to appropriately meeting resident's psych-social needs along with understanding of clinical content needed for completion of each clinical form.
- Improves staff effectiveness by hiring, coaching, counseling, training and recommending disciplinary action for employees. Plan, delegate, monitor, and appraise job tasks and results in a timely manner.
- Directs assignments, approve work schedules, recommend training, and approve time. Is and schedules counseling sessions with client.
- Initiates program and quality enhancements, employing evidence-based and culturally relevant curriculum.
- Oversees social and recreational activities; ensures that clients are regularly going on outings and being involved in recreational, social and community activities.
- Reviews, corrects and signs all progress notes of Counselors.
- Utilizes best practice approaches in the implementation of treatment and coordination of care for residents.
- Audits and maintains current and accurate records for each resident including the appropriate order of records in the chart.
- Ensures that all procedures within MTHS conform to Federal, tribal and grant regulations/requirements.
- Addresses, approves, or denies client requests.
- Serves as mentor, coach and teacher for staff.
- Conducts weekly Clinical Staff meeting to review referrals or monitors client cases as well as discuss clinical information and disseminates information.
- Fills in for Counselors in therapy or classrooms as needed.
- Provides counseling based on the treatment plan. Recommends and makes referrals to appropriate community agencies for specialized services.
- Prepares weekly statistical reports and client status reports and submits to Executive Director.
- Maintains standards and practice in accordance with applicable laws, regulations and requirements, as well as professional standards.
- Maintains confidentiality of all information.

- Enhances professional growth and development through participation in educational programs, reading current literature, attending in-services, meetings and workshops.
- Performs other duties as assigned.

Minimum Qualifications

- Master's Degree in Social Sciences, Counseling, Psychology or related field.
- Three years experience with clinical treatment. One year in a managerial or supervisory capacity.
- LISW, LMSW, LMHC, or LPCC License.
- Must meet minimum requirements of NM counseling and Therapy Practice Board to provide clinical supervision.
- Must have a valid NM Driver's License.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of health related issues, medical terminology, and health care education.
- Knowledge of applicable federal, state, tribal, county and local laws, regulations, and requirements.
- Knowledge of patient care charts and patient histories.
- Knowledge of the effects and consequences of abuse and neglect.
- Knowledge of case management and crisis intervention.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in supervising, training, and evaluating assigned staff.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people.
- Ability to provide clinical supervision.
- Ability to accept the dangers and stresses, regimentation, discipline, and time demands of working with children and families involved in abuse and neglect situations.
- Ability to observe, assess, and record symptoms, reactions, and progress.
- Ability to maintain accurate client records while protecting confidentiality of patient records.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to work independently and meet strict time lines.

Physical Demands

While performing the duties of this job, the employee regularly is required to use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand; walk; sit; and reach with hands and arms. The employee occasionally is required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. The employee must assist with lifting patients, which may require using leverage to lift and/or move clients.

Work Environment

Work is performed indoors with a moderate noise level. Situations where caution must be exercised. Evening, weekend, and/or holiday may be required. Extended hours and irregular shifts may be required.