



**PROJECT LIFT, INC.
Job Description**

Title: Director of Clinical Services
Status: Exempt
Reports to: Chief Transformation Officer

SUMMARY OF RESPONSIBILITIES

The Director of Clinical Services serves as the director of all clinical aspects of Project LIFT's mental health treatment program. This position provides and handles all aspects of individual therapy, treatment planning, case management, client advocacy, counseling and crisis intervention. Direct Patient Care: 25%, 5 patients per week/direct relationship; remaining effort devoted to leadership, people management and process development, etc.

SPECIFIC DUTIES AND RESPONSIBILITIES:

The specific duties will include:

- Provide clinical assessments, treatment, case management, consultation, referral and education to program participants. Services shall be provided in accordance with the established Florida Mental Health and Substance Abuse Standards as well as within the scope of practice of the individual.
- Conduct psychosocial evaluations and provide therapeutic interventions including crisis counseling to teens.
- Evaluate the individual and family systems as well as assess client's functioning within work, family and routines of daily living and identifies areas needing continued support, resources and treatment in order to assist clients.
- Maintain case records to reflect course of treatment and provide required documentation. Provide follow-up and aftercare planning services as needed.
- Provide ongoing client assessment to identify the changing needs of the client and family.
- Direct supervision of clinical staff members and conduct their evaluations as needed.
- Direct program counseling staff in the delivery of mental health services.
- Conduct staff meetings to insure the success of clinical operations.
- Provide and manage trainings for program and clinical staff.
- Review curriculum, program materials and supplies for clinical appropriateness.
- Review and approve all clinical documentation and conduct regular quality assurance and quality improvement reviews.
- Responsible for scheduling, organizing and leading site reviews from grantors and ensuring file accuracy and integrity.
- Responsible for the accuracy of grant matrix/outcomes when reported to data cleansing systems.
- Implement long term goals and objectives to achieve the successful outcome of the program.

- Implement the program evaluation framework to assess the strengths of the program and identify areas for improvement.
- Assist with the delivery of services to increase effectiveness and efficiency.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Maintain high level of confidentiality.
- Exercises discretion, independent judgment and decision making skill with respect to matters of significance.
- Detail oriented with excellent organizational and time management skills.
- Ability to analyze and solve problems.
- Handle stressful situations with composure and professionalism.
- Ability to understand and apply applicable rules, regulations, policies and procedures.
- Ability to express ideas effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with the general public, co-workers and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, gender or disability.

QUALIFICATIONS:

Master's degree or higher in mental health field. Must possess a license from the State of Florida Mental Health Professions Licensing Board that allows for the independent practice of Clinical Services. Acceptable licenses are: Licensed Clinical Mental Health Counselor (LMHC), Licensed Psychologist, LCSW or LMFT or Clinical Psychologist. Must maintain a professional license and stay current (not revoked, suspended, or lapsed in registration), valid and unrestricted. Three years supervisory experience preferred.

PHYSICAL ACTIVITY/WORKING CONDITIONS:

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee is also required to sit at a desk and use a computer. The employee is required to stand and walk. The noise level in the work environment varies. Specific vision abilities required by this job include close vision and ability to adjust focus. In addition, the employee must be able to lift up to minimum of 25lbs, able to work in non-air conditioned environment and to stay on feet for extended periods of time.

The physical demands and work environment described is representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Sign and Date