

JOB DESCRIPTION

Job Title: Clinical Director of Laurence E. Schmidt Family Resource Center
Classification: Salaried, Full-time, Exempt
Department: Laurence E. Schmidt Family Resource Center
Reports to: Campus Director

Job Summary: The Clinical Director will provide mental health and general administration of the Laurence E. Schmidt Family Resource Center of Vera Lloyd.

Duties and Responsibilities:

1. Oversees the mental health needs of all Vera Lloyd clients, including providing direct mental health services for selected clients
2. Serves as a member of the treatment team for clients
3. Ensures all clinical/therapeutic standards are met as per professional licensing and COA
4. Maintains electronic recordkeeping congruent with HIPAA guidelines for services provided
5. Supervises all staff providing mental health services
6. Provides leadership in obtaining a BHOC and setting up a Medicaid billing model
7. Maintains current Arkansas license
8. Creates and maintain counseling files
9. Supervises Medicaid billing
10. Ensures efficient operation of all areas of the Center
11. Provides reports to Campus Director or CEO, as requested
12. Participates in CQI activities (including audits of campus counseling files)
13. Various other duties as assigned

Essential job functions: *Duties 1-13 are designated as ADA essential functions and must be performed in this job. All other job duties are secondary functions.*

Professional Skills and Personal Characteristics:

1. Dedication to confidentiality in all areas and in all dealings
2. High morals and integrity, both personally and professionally
3. Willingness and desire to work as a team
4. Positive advocate for the Agency and honor its mission in all dealings
5. Sensitivity to cultural differences/diversity in all interactions
6. Professional and enthusiastic at all times
7. Organizational skills with an attention to detail
8. Responsibility and adaptability evidenced through good attendance, effective time management, dependability, self-discipline, flexibility, and working independently
9. Effective communication skills both verbally and in writing

Minimum Qualifications:

1. Master's degree from an accredited university or college in social work, psychology, or counseling
2. Licensed Clinical Social Worker in the state of Arkansas
3. Five years' experience in a behavioral health Medicaid provider setting
4. Two years' experience in a clinical supervisory role
5. Follows all policies and procedures of the Arkansas Department of Human Services, Arkansas Child Welfare Licensing Board, and other boards/commissions that the agency relates to professionally
6. Adheres to all Agency policies and procedures
7. Demonstrates necessary knowledge and skills to perform the job duties, keeping current with new and best practices
8. Successfully passes initial and random drug screenings
9. Exhibits basic knowledge of office equipment; ability to produce and maintain records utilizing various software programs as necessary
10. Possesses a valid driver's license
11. Successfully passes initial background screening: must be free from convictions outlined in A.C.A §9-28-409 (e) (A-CC) and be free from substantiated findings of abuse or neglect of children or the elderly.

Other:

1. This position will have a three- month probation period.
2. This position description will be reviewed annually as part of an annual performance evaluation.
3. Regular and consistent attendance is a condition of continuing employment.

The specific duties associated with this position may be modified to meet the changing needs of the Agency. Your supervisor will notify you if there are changes in the tasks associated with this position.