Job Description – Clinical Director

Hired By: Executive Director

Reports To: Executive Director  
FLSA Status: FT, Exempt (40 hour Minimum Expectation)

**General Role Description**

The primary responsibility of the Clinical Director is to provide direct supervision of sexual assault and domestic violence therapists and counselors in their provision of services.  As a member of the leadership team, the Clinical Director will also support development, other direct services, prevention education, and the general operations of Riverview Center’s Sexual Assault and Domestic Violence Services.

**Duties and Responsibilities**

* Direct clinical supervision of therapists and counselors to ensure that the delivery of quality services is compliant with Iowa and Illinois Service Standards and various funding requirements.
  + Training and development of therapy and counseling staff.
  + Weekly supervision with new staff, monthly supervision, both individual and group, thereafter.
  + Program record keeping and reporting
  + Coordination of new and on-going support groups with counselors and therapists.
* Assist with programmatic development of the sexual assault therapy and domestic violence counseling program.
* Assist with the development of service projections for therapy and counseling staff for federal and state grants and annual goals that meet the requirements of the funding sources and reflect the philosophy of Riverview Center.
* Assist with interview and selection of new therapy and counseling staff.
* Oversee counseling and therapy intern program.  Complete all required correspondence/forms/letters related to any internship or practicum students who are completing their education in therapy, counseling or related field.
* Collaborate with professionals in the service area and coalitions.
* Provide direct services to clients via hotline, advocacy, counseling/therapy to ensure all clients’ needs are met and staffing levels are adequate.
* Answer crisis and business lines, and provide crisis counseling/intervention, make necessary referrals, and/or connect the caller to the appropriate staff member or other professional.  Provide telephone support to all Riverview Center offices to ensure the best service to all callers.
* Participate in on-call or dispatch on a rotating basis. On Call requires the availability to respond in-person to hospitals, police stations, and other 24-hour facilities to provide support, advocacy, and crisis counseling/intervention.
* Coordinate and collaborate with community fundraising and friend raising efforts and goals.
* Participate in Sexual Assault Awareness month activities and Domestic Violence Awareness Month activities in the service area.
* Stay abreast of changes and trends in sexual assault services at a local, state, and national level.
* Other duties as assigned.

# General Requirements

* Master’s degree in counseling, therapy or related field, Licensure, previous experience in working with social service agencies preferred.
* Minimum of 3 years of experience in management, program development, and staff supervision.
* Excellent organizational and planning skills, the ability to meet deadlines and manage complex interrelated tasks simultaneously.
* Excellent interpersonal, verbal, and written communication skills.
* Strong analytic and strategic thinking skills.
* The ability to direct programs with a focus on quality and measurable outcomes.
* Ability to work independently and as a team.
* Must complete comprehensive Iowa (30 hours) and Illinois Sexual Assault and Domestic Violence (64 hours) training, all compliance and ongoing training.
* Ability to work a flexible schedule and to travel locally, in and out of state as needed.
* Must have valid driver’s license and insured transportation.
* Commitment to the philosophy and program of Riverview Center, which includes helping to create a society free from violence.

**Work Environment**

When applicable and appropriate, consideration will be given to reasonable accommodations.

Mental: Clear and conceptual thinking ability; excellent judgment and discretion; ability to handle work-related stress; ability to handle multiple priorities simultaneously; and ability to meet deadlines.

Physical: Computer keyboarding, travel as required

Auditory/Visual: Hearing, vision and talking

I have read the Job Description of the **Clinical Director** and understand the responsibilities of this position.

Signature of Employee Signature of Executive Director

Date Date

3/2021