

## **Boulder Integrated Health**

### Clinical Program Director - Job Description

The Clinical Program Director reports to the CEO Daniel Conroy and directly supervises all clinical staff and client programs and services. This position requires strong leadership and mentorship skills.

#### **Supervisory and Clinical Program Responsibilities include:**

- Ensure all clinical operations are carried out in an appropriate , cost effective way;
- Improve clinical management systems, processes and best practices;
- Develop and coordinate the delivery of client clinical services;
- Onboard and provide on-going training for therapists and graduate-level interns;
- Conduct Performance Evaluations and Professional Develop Plans with clinical therapist annually;
- Conduct group and individual clinical supervision;
- Facilitate corrective action when needed;
- Respond to crisis's as needed;
- Conduct chart reviews as needed, assessing clinical documentation to ensure compliance with regulations and program standards; and maintain client records and charts as required;
- Maintain data collection of program outcomes including but not limited to risk factors, client engagement and retention;
- Facilitate individual and group therapy sessions;
- Perform comprehensive intake and on-going clinical screening and assessment;
- Coordinate care with other service providers and provide referrals when appropriate;
- Attend clinical staff meetings and provide input;
- See that the internal quality improvement procedures are in place and operational; and participate in quarterly Quality Improvement meetings;
- Market the program to referral sources and to the public;

#### **Qualifications and Requirements:**

- Proven work experience as Clinical Manager or similar role.
- Licensure as LPC, LCSW, LMFT and/or additional credentialing as a LAC within 60 days of hire.

- Engage in the professional development of evidence-based mental health and substance abuse counseling.
- Must have 2 plus years' experience in a substance use disorder clinical setting.
- Must demonstrate ability to relate to a substance abuse treatment population in a sensitive manner.

**Work Schedule and Location**

This is a full-time exempt position and work is from the offices of BIH in Boulder, CO