

About Positive Directions

Founded in 1971, Positive Directions - The Center for Prevention & Counseling Inc, is a Westport, Connecticut, community-based 501(c)(3) not-for-profit organization committed to the mission of supporting individuals, families, and communities by providing treatment for mental health and addictive behaviors, and prevention programs that build resiliency and life skills in adolescents, adults, and families. Our prevention staff, collaborating with town and city governments and other local partners, ensures our communities are informed regarding risky behaviors, working to help adolescents and their families make healthy choices and decisions. Clinical services include individual and family counseling, with the option of teletherapy and telepsychiatry, serving principally the towns of Fairfield, Norwalk, Weston, Westport and Wilton. Positive Directions is a thriving agency, well respected throughout our community and the State of Connecticut.

Clinical Director

The Clinical Director oversees and manages the Agency's Clinical Department. Overarching responsibilities include managing the day-to-day operations of the clinic, supervising staff, ensuring licensure compliance, community engagement, achieving department budget goals and maintaining clinical caseload.

GENERAL RESPONSIBILITIES

1) Supervising and Managing Clinical Staff

- Responsible for the oversight and quality assurance of all mental health clinical services, including record-keeping and direct services.
- Recruit and hire qualified clinical staff, including conducting reference and background checks, onboarding and training.
- Provide and document supervision for the entire clinical team. This includes providing individual supervision as well as leading monthly Clinical Consultation and Med Consultation meetings.
- Review and approve (as licensure requires) Progress Notes, Treatment Plans and all written correspondence to verify that such documents meet agency, state licensure and insurance requirements
- Provide support and collaborate with the Office Administrator & Clinic Coordinator on initial phone intakes for all new clients. Be actively "in-tune" with staff caseloads and have first-hand knowledge of the clients and cases the agency is serving.
- Evaluate the performance of clinicians regularly and provide clear, direct, and supportive feedback. This includes, but is not limited to, tracking and monitoring clinicians' cancellation rates and benchmarks, as well as facilitating performance evaluations yearly

or more frequently as necessary.

- Provide staff with clinical training and continuous professional development opportunities (i.e. HIPAA, Lunch & Learns, DMHAS training opportunities, other relevant trainings, etc.)
- Coordinate with colleges and universities to maintain an internship program for both graduate and bachelor's level students.

2) Compliance and Quality Improvement

- Ensure adherence to state licensure requirements with the Department of Public Health, Department of Children and Families, as well as other commercial insurance companies.
- Act as agency HIPAA Compliance & Security Officer as well as Client Rights Officer.
- Conduct quarterly Consumer Satisfaction Survey with agency's clients. Evaluate survey results and make recommendations for continuous quality improvement.
- Participate in on-site audits with state licensing agencies as well as commercial insurance companies.
- Ensure the clinical team is adhering and complying with agency policies and quality standards. This includes conducting periodic but regular chart audits and creating new forms/updating forms as needed.
- Contribute to updating operating policies and procedures.
- Manage and comply with all necessary DDAP reporting.

3) Department Budget

- Devise strategies and implement plans for the clinical department to meet budget expectations.
- Work with the Executive Director and Billing Specialist, as necessary, to resolve client billing issues.
- Collaborate with the Executive Director, CPA, and Board Treasurer to review budget vs. actuals on a monthly basis.
- Contribute to the development and implementation of strategic initiatives to drive the growth and success of the agency.

4) Community Education and Organizing

- Foster positive relationships with external referral sources, community organizations, and other healthcare professionals.
- Represent the agency at relevant community events, local networking meetings, fundraisers and professional conferences.

5) Client Caseload

- Maintain a caseload of clients that meets the existing goals outlined in each year's

budget.

- Clinical work can be made up of a mix of individual therapy and support groups.

6) Other Duties

- Work collaboratively with other Positive Directions staff and other service providers to build strong relationships within the organization, the local community and the state
- Adapt to changing job priorities and Positive Directions' needs by remaining open to new ideas and developing new skills as needed
- Provide monthly clinical update reports to the Board of Directors
- Supportive of Positive Directions and its Board of Directors

REQUIREMENTS

- Master's degree (required)
- Must hold a valid Connecticut mental health license to practice independently (preferably LCSW)
- Paneling with commercial and public insurance preferred
- 2+ years of experience providing direct counseling services to individuals, families and groups
- Trauma-informed and client-centered approach to treatment
- Highly organized, efficient, and reliable clinician
- Computer and Internet competency (MS software, Google Workspace)
- Knowledge/experience with electronic medical record (EMR)
- Knowledge of Microsoft programs and Google Workspace
- Share a passion for the mission of the organization
- Strong interpersonal skills and ability to work well with all colleagues and clients
- Reliable transportation and a working telephone required

COMPENSATION

The successful candidate will be offered a competitive compensation and benefits package

EQUAL OPPORTUNITY EMPLOYER

Positive Directions is an equal opportunity employer. Positive Directions will not discriminate against an applicant or an employee because of race, color, religion, age, gender identity or expression, marital status, national origin, ancestry, past history of mental disorder, mental retardation, learning disability, physical disability, sexual orientation, genetic information, veteran status or any other characteristic protected by applicable federal, state, or local laws. Positive Directions will not discriminate against an applicant or employee in relation to pregnancy, childbirth and related conditions, including the right to a reasonable accommodation to the known limitations related to pregnancy, childbirth and related conditions, including the right to a reasonable accommodation to the known limitations related to pregnancy.

We are accepting candidate resumes & cover letters via email only at:



ClinicalDirectorResumes@positivedirections.org

Please name your documents clearly with **Last Name** in document title. Resumes and cover letters will be accepted and reviewed until the position is filled.

For more information on Positive Directions, visit our website at: www.positivedirections.org