



LA CHEIM SCHOOL, INC.

Job Description



Job Title: Clinical Director- Youth Empowerment and Wellness Programs (YEW)

Work Location: Remote

Division/Department: Site Administration

Reports to: CEO

Full-time
 Part-time

Exempt
 Nonexempt

Position Description

The Clinical Director YEW is a member of La Cheim’s Executive Team. Under the direction of the CEO, The Clinical Director provides strategic clinical oversight and guidance for YEW programs, and clinical oversight to some clinical staff in the La Cheim School and STRTP programs. The Clinical Director supports the recruitment, hiring, and training of program clinicians and ensure clinical services are provided in alignment with state, county, and federal guidelines and best practices. Monitors program clinical documentation and ensures the maintenance of accurate and thorough clinical records. The Clinical Director partner’s with other Program Directors to develop and execute appropriate evaluation and continuous quality improvement (CQI) strategies for programs. Provides individual and group supervision as indicated, and hires, trains, and supervises clinical supervisors. Supports ongoing daily coordination of treatment and ensures the implementation of high-quality, trauma-informed, and culturally responsive therapeutic programs integrated into school, residential, and community milieus, and successfully collaborates as part of multi-disciplinary teams.

ESSENTIAL FUNCTIONS

- Oversee the quality and provision of Mental Health Services for YEW and for select staff at La Cheim School and STRTP;
- Oversee and maintain documentation in Medi-Cal charts in an audit-ready status;
- With Program Directors, supervise and evaluate clinical and line staff;
- Provide clinical supervision of Associates and Practicum Clinicians;
- Stays abreast of clinical best practices and informs and develops clinical practice standards aligned with La Cheim’s vision and mission;
- Supports budget, grant, and fiscal management of programs;
- Supports in recruitment of hiring of supervisors and supervise them;
- Participate in the intake of new students and meetings as required;
- Ensure that necessary county eligibility is confirmed and/or secured promptly;
- Provide clinical consultation to Program Directors, and CEO;
- Ensure procedural standards are followed;
- Support in the design of evaluation and CQI strategies;
- Supports program design and innovation;
- Maintain regular contact with families, districts, and community partners; and
- Participate in Utilization Review meetings monthly as required.

- Monitor individual treatment plans and partnership plans;
- Work collaboratively with classroom teams;
- Participate in transition plans/discharge planning;
- Monitor effects of psychotropic medications under the direction of the clinical staff;
- Record all contracts and complete all necessary reports promptly; and
- Assist with crisis intervention guided by professional practice.

ADDITIONAL RESPONSIBILITIES

- Provide consultation to staff, assist in establishing behavior expectations;
- Interact and supervise with students across the milieu daily;
- Lead and attend team and staff meetings and trainings as scheduled;
- Meet regularly with supervisor to evaluate student progress;
- Attend IEP meetings as scheduled;
- Works Collaboratively with a multi-disciplinary team;

QUALIFICATIONS AND SKILLS

- Licensed
- Master’s Degree in Social Work, Psychology, or Counseling
- Two years’ experience in a licensed position prior to being in a supervisory position
- Five years’ experience working with youth
- Must possess a valid California Driver’s License, and obtain DOJ, FBI, and TB clearance.

PHYSICAL REQUIREMENTS

The following is the extent of the specific activity required for this position:

- Sitting – up to 2 hours, not continuously; standing – up to 4 hours, not continuously
- Walking – up to 2 hours, not continuously; bending over – up to 1 hour, not continuously
- Crawling – up to 0 hours; climbing – up to 0 hours, reaching overhead – up to a few minutes
- Crouching – up to ½ hour, not continuously; kneeling – up to a few minutes
- Balancing – up to 0 hours; pushing or pulling – up to a few minutes
- Lifting or carrying – 25 pounds or less; repetitive use of feet/standing – up to 6 hours
- Repetitive use of hands – up to 3 hours;
- Grasping – with one or both, simple and firm, for up to 1 hour, not continuously
- Fine dexterity - either hand up to 1 hour, not continuously Auditory and visual acuity – 8 hours within normal limits and maybe with glasses, contact lenses, or hearing aids
- Driving cars and vans; Exposure to uneven concrete and blacktop
- Exposure to normal dust, heat, and noise
- Exposure to emotionally disturbed students who may be physically and verbally violent and require safe physical management
- Frequent exposure to office equipment

Equal Opportunity Employer

La Cheim School, Inc. is committed to diversity in its programming and in creating a staff reflective of the populations of the San Francisco Bay Area. We encourage and actively recruit applicants representing a diversity of color, age, sex, race, religion, national origin, physical ability, sexual orientation, or political affiliation.

Print Employee Name:

Employee Signature:

Date: