

## **Crossroads For Women**

Job Title: Clinical Director  
Report to: Executive Director  
Hours: Full-Time Exempt  
Salary: \$55,000- \$57,000 plus benefits

*Job descriptions are intended to present a general list of tasks/duties performed by employees. Job descriptions are not intended to reflect all duties performed within the job. Nothing in this job description forms or is intended to form a contract of employment. Employment with Crossroads For Women is at will.*

### **REQUIREMENTS**

Masters or Doctorate degree in Psychology, Counseling, Social Work, or related field; current independent licensure in the State of New Mexico. Minimum five years' experience in the provision of clinical mental health direct services, and including experience providing clinical supervision and managing the administrative aspects of an upper level management role. Must provide evidence of continuing professional development/experience associated with current trends and principles in trauma treatment and trauma informed care, harm reduction, and principles of strengths based substance abuse and mental health recovery. Strong attention to detail, well organized and a commitment to treating others with respect. Experience with Microsoft Office applications (Word, Excel, and Access). Willing to work to support the overall mission of the organization. Ability to work effectively in a rapidly changing, multi-task, crisis oriented environment. Ability to work independently and as part of the team to ensure that the highest quality and most relevant aspects of the job are services are provided to clients. Conduct relationships in such a way as to promote mutual respect, public respect, and improvement of services. Ability to adhere to strict standards of confidentiality.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit for long periods of time. The employee frequently is required to use hands, fingers, handle objects; talk and hear. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job may include close vision, distance vision, and depth perception. Requires long periods of computer usage including typing and viewing a monitor.

### **POSITION SUMMARY**

Under general supervision of the Executive Director and in a collaborative leadership role in the organization, the Clinical Director is responsible for ensuring the overall effectiveness of the clinical and housing services at Crossroads for Women. This position requires a high degree of independent decision-making. Plans and oversees clinical program initiatives and in collaboration with the Executive Director, participates in program development and administration as part of ensuring the integrity and success of clinical programs and services. The Clinical Director works closely with the Program Director of Maya's Place to ensure that program development and administration of programs and services are meeting the needs of program participants. Leads and trains Clinical staff, students and/or interns engaged in related therapeutic/client care activities, as appropriate. Ensures that staff and students adhere to agency Policies and Procedures.

### **Duties and Responsibilities:**

#### **PROGRAM OVERSIGHT**

1. Oversee individual, family and group therapy and psycho-social rehabilitation components of service delivery and the maintenance of ethical and exemplary therapy services and client relations.
2. Ensure compliance with HUD specific housing criteria and provide support for maintenance of the Housing Management Information System database.
3. Maintain weekly/monthly client lists and enter required data onto master client data base for use by Executive and Clinical Director.
4. Coordinate Clinical Program activity within and in relation to overall programming at Crossroads For Women.
5. Oversee Quality Improvement activities including, preparation of required reports, collection of program service data and audit preparation.
6. Develop and implement Clinical Program policy as necessary.

7. Coordinate needs of the Clinical Program with Crossroads for Women strategic planning and budgeting activities; participate in funding application activities as needed, and in preparation of budget for the Clinical Services program.

#### SUPERVISION AND TRAINING

1. Coordinate employee and student orientation and training program for new employees working in the Clinical Program
2. Provide individual and group supervision on a weekly basis for Crossroads For Women staff therapists, case managers, interns and other relevant Clinical Program staff.
3. Verify the accuracy of time records and expense requests for Clinical Program.
4. Verify the accuracy of billable hours and work product in accordance with applicable State standards and funding requirements.
5. Coordinate performance evaluations for Clinical Program staff.
6. Identify staff training needs; assist with the development and coordination of training opportunities.
7. Ensure that licensing and continuing education per Crossroads For Women needs and professional standards are met for Clinical Program.

#### CLINICAL

1. Conduct intakes and assessments, oversee treatment and service plan development and progress for each client, conduct trauma informed groups, and/or individual therapy, timely completion of discharge and clinical summaries.
2. Inform Crossroads For Women of developments and trends in areas of mental health, substance abuse, and trauma treatment that may have a bearing on Crossroads For Women programs, clients, staff, or community.
3. Provides and/or arranges for therapeutic interventions as appropriate for clients in crisis condition;
4. Provides support and consultation to crisis line employees; follows up to determine reliability of crisis response.
5. Oversees the establishment and maintenance of case files, referrals and other related documents for the treatment of clients ensuring compliance with agency requirements and meet or exceed state, federal or agency clinical standards.
6. Prepares required documentation related to the clients care.

#### ADMINISTRATION

1. Works closely with Crossroads administration on program development including strategic planning, policy development, grant writing, and administration.
2. Participate in regular agency and departmental meetings and other relevant community and provider meetings.
3. Develop and maintain inter-departmental relationships within the organization.

#### OTHER

1. Ensures that facility is a safe and protected environment including developing and implementing appropriate procedures for handling day-to-day and crisis related situations.
2. Contributes to the management of donations, including greeting donors, receiving the donation and ensuring that a donation receipt form is completed.
3. Contributes to the daily operations of the agency as needed which includes, group meal preparation, cleaning,
4. Other duties as assigned and relevant to the success of the mission of Crossroads for Women

If interested, please send a resume, cover letter and three professional references to: KC Quirk, Executive Director, 805 Tijeras Ave NW, Albuquerque, New Mexico 87102 or e-mail the same to [exec.dir@crossroadsabq.org](mailto:exec.dir@crossroadsabq.org). Crossroads for Women is an Equal Opportunity Employer. This position will remain open until filled.