



Director of Clinical Services

The Director of Clinical services is a senior management position which will provide overall leadership and supervision to all clinical and family life programs at Schoke Jewish Family Service. This position is responsible for assisting in the development of and implementation of new clinical, Jewish family life and wellness programming to serve a wide range of mission directed community needs. S/He will expand our outreach in the community, identify needs, and explore gaps in the services we provide. The Director provides individual, group, family and adjunctive therapies. Performs all necessary administrative, financial and clinical services as directed including reporting, community outreach and client intake/triage and protocol. The Director supervises all agency clinical staff, either directly or through subordinates and reports to the Chief Program Officer.

- Supervises designated staff members and/or volunteers,
- Oversees service delivery to ensure appropriate treatment.
- Provides supervisory sessions to employees or ensures that such supervision is provided.
- Assigns cases to staff for ongoing services.
- Develops and implements staff training on relevant areas of interest and topics
- Responsible for adherence to all licensing requirements for the department and prepares department for licensing applications and renewals.
- Reviews written work of staff to ensure compliance with DPH licensing procedures, agency regulations and standards.
- Reviews employee's performance as required by agency personnel practices and communicates this to the CPO/CEO. Documents employees progress or notes areas of concern or needs for improvement.
- Responsible for the maintenance by staff of timely and well documented case records in the EHR system.
- Responsible for overseeing and coordinating the use of the EHR system by clinicians, billing staff, and working with the system support team for providing records, reporting etc.
- Oversee and help to Create and implement new clinical and Jewish family life and wellbeing programs to increase outreach and further the agency mission.
- Responsible for staffing, monitoring and reporting on clinical and Jewish Family Life programming.
- Assists the marketing department in the creation and dissemination of written and verbal information regarding these programs.
- Provides Training/Supervision of other agency staff who may from time-to-time lead or co-lead Jewish Family Life Education programs.
- Carries out, as appropriate, educationally oriented Jewish Family Life Education programs which are responsive to requests by other organizations and the needs of the community
- Develops and identifies resource materials in a variety of topical areas for community needs, marketing and communications about Mental Health, Jewish Family Life and other relevant topics.

- Acts as designated agency representative on task forces, community service groups, etc., related to program element's purpose and activities as directed by CPO/CEO.
- Responsible for ensuring that agency policies and procedures are followed.
- Participates in Utilization Review, Quality Assurance or other agency committees as assigned.
- Attends and leads in-service training, workshops and staff meetings, and other agency functions as requested.
- Carries out consultation and education services to other community agencies and groups as assigned.
- Consults with, and reports to agency CPO, or CEO, as instructed.
- Attends inter-agency meetings and conferences when appropriate.
- Abides by NASW Code of Ethics.
- Carries out other responsibilities as assigned by the CEO or his/her Designee.
- Reports to the Board of Directors and Executive Committee of the Board as Requested.
- Works with the Marketing and Communications Team to promote the programs and services.
- Performs other duties as may be assigned from time to time by the CPO/CEO not specifically mentioned in this job description.
- Other responsibilities assigned as needed.

Qualifications:

Master's Degree or higher degree in relevant field, current CT Licensure helpful/ CT Licensure eligible required (within 3 months of employment)

5-10 years post grad clinical experience

Management experience required

Programmatic experience a plus

Experience supervising clinical staff and students.

Knowledge of Jewish customs and traditions helpful.

Please email cover letter and resume to be considered.

Job Type: Full-time

Salary Range: \$75,000-\$100,000

Benefits:

- 403 (b) matching
- Short term and long-term disability
- Health insurance
- Dental insurance available (employee contribution)
- Vision Insurance (employee contribution)
- Paid time off

Schedule:

- Monday to Friday
- At least one night a week after business hours
- Available in the evenings and weekends as required to attend community events, host and facilitate family life program and organization engagement events.

Education:

- Master's (Required)

Work Location:

- Stamford and Fairfield offices and offsite event locations

Work Remotely:

- No