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## **Director of Clinical Program**

[Atlanta, GA](#) • Horwitz-Zusman Child & Family Center

### **Job Type**

Full-time

### **Salary Description**

\$90,000

Jewish Family & Career Services of Atlanta (JF&CS) offers best-in-class, person-centered programs and resources to transform lives. Building on our 125-year history, we are here to help individuals and families of all faiths live to their full potential. Guided by Jewish values, we are a [welcoming community](#), and our experienced professionals bring integrity and compassion to their work in the fields of aging and older adults, career counseling, dentistry, mental health, intellectual and developmental disabilities, and need-based support services. We serve thousands of individuals annually [regardless of age, race, religion, national origin or ability to pay](#).

### **Working at JF&CS:**

At JF&CS, we hold these values close to our heart: Commitment and integrity, compassion and respect, innovation and collaboration, professionalism, and responsiveness to diverse needs. Guided by Jewish values, and voted a Top Workplace for 2022 by the Atlanta Journal-Constitution, we are a welcoming community of professionals passionate about making a difference in the community. For testimonials from staff on what it's like being part of the JF&CS family, you can visit our [Careers page](#).

### **Benefits:**

- 20 days Paid Time Off per year
- Paid Holidays
- Health, Vision, Dental Insurance
- 401(k) savings plan with employer matching
- Paid Parental Leave

JF&CS is now seeking a full-time **Director of Clinical Program**.

## Description

**PURPOSE:** To provide JF&CS' clinical practice leadership, quality assurance, and supervisory support to clinicians. This role is responsible for the **quality of all clinical services**, ensuring access to services through monitoring and management of intake processes, caseloads, wait lists, care plans and referrals. This role supports operations and collaborates with other administrators to reach agency goals.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Supervision, training, and development of all Clinicians to maximize delivery of services to ensure access
- and the **highest level of clinical care.**
- Provide support, training and guidance to all clinicians in utilizing appropriate self-care practices to avoid burnout and improve job satisfaction.
- Oversight of all clinical programs, **with attention to maintaining best practices and quality care** in accordance with professional standards in documentation, management of intake and referrals, wait lists and comprehensive effective care planning.
- Conduct comprehensive and regular review of staff documentation and performance goals to ensure alignment with agency goals.
- Collaborate on business development, networking **and outreach to local agencies, businesses, stakeholders, and prospective clients both in the general and Jewish community.**
- Coordination, **implementation and monitoring of continuous quality improvement** and program planning and evaluation activities, including **ongoing assessment of development and training needs.**
- Ensure compliance with all agency and industry policies, procedures, rules and regulations.
- Collaborate with agency executive leadership to develop and execute a comprehensive business plan and marketing strategy.
- Collaborate with leadership to develop program budgets including costs management and revenue generating activities.
- Collaborate on the development and launching of new or enhanced service offerings and areas of specialization approved for community initiatives.
- Maintain a caseload of up to 30% productivity.
- Serve as staff liaison to clinical services committee and other community-based collaborations.
- Be sensitive to and work within the cultural context of the Jewish community.
- In collaboration with the clinic management team, recruits top talent and develops, with executive leadership, methods to retain high performers.

## **MINIMUM REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A minimum of 5 years management and supervisory experience.
- Licensed mental health provider and/or prior experience managing clinical or medical practices preferred.
- Experience in quality assurance and CQI program development and implementation.
- Computer skills necessary to utilize and effectively access the MIS system within the agency.
- Demonstrated track record in management, training and supervision for performance, business development and innovation.
- Must be able to understand the overall organizational structure and influences of the agency in relation to specific program development and day-to-day operations.
- Must be able to interpret information effectively and efficiently to staff and lay leaders alike.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to \_10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**EDUCATION and/or EXPERIENCE:**

Licensed mental health provider, LCSW in the State of Georgia required and Advanced Degree in behavioral health, healthcare, organizational management, and/or business. Five years demonstrated experience in management and supervision of clinical staff serving children and families, and older adults.

**COVID-19 VACCINE MANDATE: Where permitted by applicable law, the applicant must be fully vaccinated against COVID-19 by the date of hire to be considered for employment. The booster requirement must be met 30 days after you become eligible, and proof of booster must be provided to Human Resources. JF&CS is an EEO employer and will engage in interactive dialogue regarding any accommodation requested based on medical or religious considerations.**