

**Director of Clinical Services
Renton Area Youth and Family Services**

Position Summary:

The Director of Clinical Services (DCS) is primarily responsible for the overall operation and implementation of the mental health, substance abuse at the agency. The DCS is a member of the agency management team.

Reports to: Executive Director

Supervises:

Asst. clinical Directors, supervisors and direct service staff including child and family therapists, case managers and PHP coordinator.

Responsibilities:

- Provide direction, oversight and coordination for direct services including mental health, drug/alcohol.
- Clinical supervision of Renton and Tukwila school leads.
- Provide crisis coverage as needed during normal business hours.
- File review and management including revisions, changes in collaboration with PHP coordinator, supervisor, and key staff.
- Supervise PHP coordinator.
- Support, provide expertise, clinical know how and work with staff during the audits.
- Oversee contracts with intake within the agency and case assignment.
- Attend NAVOS consortium meetings as needed and collaborate as needed with NAVOS key staff regarding changes in Medicaid/funding/updates.
- Represent RAYS at meetings in the community and network with stakeholders in Renton and Tukwila to increase visibility.
- Hire staff and evaluate staff performance on a regular basis.
- Serve as a member of RAYS management team.
- Collaborate and work with Supervisors, Internship Coordinator, Director of Development, HR and Office Manager on agency issues.
- Network and maintain good working relationships with clinical directors at other Y and F agencies.
- Promote knowledge and appreciation of racial, ethnic and cultural diversity among staff and client populations of the agency.
- Step in for the Executive Director as needed.

Essential Skills and Experience:

- Masters Degree in Counseling, Social work or related field.
- At least 5 years post-masters experience in direct service with children, youth, and families in a clinical setting.
- At least 5 years post masters experience in clinical supervision of masters level staff.
- Designated Mental Health Professional and Child Mental Health Specialist by current state codes.
- Current licensure as a mental health therapist, social worker, or marriage and family therapist.
- Meets current required credentials in supervisor training.

Desired Qualifications:

- Ability to communicate effectively both orally and in writing.

- Significant experience in program development, program management, contract management.
- Demonstrates ability to promote interest in and appreciation of multi-cultural, gender and socioeconomic diversity in staff, client population, and the community.
- Successful experience in program management in a community based agency and working in coordinated fashion with other community organizations including government, education, and churches.

Physical Demands and Work Environment: The physical demands and work environment characteristics 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 function.

- *Physical demands:* While performing duties of the job, employee is occasionally required to stand, sit, reach with hands and arms, talk and hear. Employee must occasionally lift and/or move up to 25 lbs. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- *Work environment:* The noise level in the work environment is usually moderate.

Compensation & Benefits:

In accordance with agency salary range for the position; benefits include: paid time off, medical, dental, life insurance.

General Sign-off: The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description.

Signature: _____ Date: _____