



JOB DESCRIPTION

Clinical Director

Full time: 40 hours, EXEMPT

POSITION SUMMARY:

The Clinical Director is responsible for providing leadership and clinical oversight to the Art Therapy Studio's clinical staff. Major areas of responsibility will include clinical staff supervision and coordination, contracted programs development and maintenance, and direct service. The Clinical Director will also be an advocate for art therapy in the industry and in the communities we serve.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The essential duties and responsibilities listed below are representative of those required on the job.

CLINICAL

- Provides leadership and supervision to clinical staff to ensure the recruitment, development and retention of best talent at all levels.
- Provides clinical supervision and coordination. With Executive Director oversight, approves time sheets and leave requests for clinical staff, including coordinating coverage for staffing. Coordinates medical leave, snow days, and other cancellations.
- Conducts or coordinates recruitment, hiring, orientation and training activities for clinical staff, with Executive Director having final hiring approval.
- Leads and facilitates clinical staff meetings; develops and implements clinical policies and procedures ensuring standards of practice at all program sites,
- Serves as HIPAA compliance officer.
- Schedules, orients, and directs Art Therapists to provide services off-site.
- Coordinates the development, implementation, and delivery of community studio classes. Implements program evaluation.
- Makes regular site visits to agencies as well as observing therapist.
- Assists Office Assistant in assignment of Art Therapists for individual referrals.
- Conducts annual performance planning and assessment for all clinical staff members, with Executive Director input.
- Provides direct service as substitute for regularly scheduled Art Therapist at contracts off-site as needed.
- Writes or encourages the development of articles by clinical staff to promote art therapy and the organization.
- Aware of training opportunities and educational articles and forwards to clinical staff.
- Crisis management/support for clinical issues.
- Coordinates the development, implementation, and delivery of contracted services to other agencies.
- Conducts regular evaluation of programs to ensure they are meeting client needs, operating efficiently, and achieving the appropriate financial targets. Makes recommendations/adjustments as appropriate.

- Participates in and oversees the development of strategic and tactical plans for clinical services.

CONTRACT SERVICES

- Prospects and cultivates new sales leads within specialty through creative lead generation methods, as well as follow up on leads provided by the Art Therapy Studio.
- Conducts sales conversations in partnership with executive director via phone presentations, in-office meetings/presentations and meetings at the Art Therapy Studio.
- Submits renewal proposals in a timely manner in conjunction with the Executive Director. Works in conjunction with the Executive Director on the expansion of art therapy services once contract is established if the Clinical Director identifies opportunities for additional services.
- Sets up billing and invoice process with Office Manager and Senior Accountant.

ADDITIONAL RESPONSIBILITIES

- Responsible for being an advocate for art therapy in the industry and in the communities we serve.
- Maintains collaborative working relationships with key contacts at contracting sites, referring agencies, professional organizations and educational programs to ensure visibility at these and all other key locations.
- Completes administrative reports in a timely manner for statistics and billing purposes.
- As requested, attends industry or community meetings related to art therapy, social services or related topics.
- Submits timely reports to management, including monthly contacts and quarterly sales revenue reports.
- Perform other duties as assigned.

EDUCATION AND/OR EXPERIENCE:

- Master degree in Art Therapy and ATR-BC required; Ten years of clinical experience in art therapy preferred; Board Certification and specialized training a plus.
- Minimum of two years' experience in managing / overseeing clinical functions within an organization. Experience should include development of programs and staff supervision. Experience in a not-for-profit organization is preferred.

KNOWLEDGE AND SKILLS/ABILITIES:

- MS Office products (Word, Excel, Access, Power Point, SharePoint),
- Outstanding communication skills: strong writing skills; strong public speaking skills; effective interpersonal and team communication skills
 - Demonstrated ability to successfully develop and implement programs that achieve organizational objectives.
 - Proven staff leadership abilities to foster/maintain a positive and team oriented work environment; working knowledge of art therapy clinical policies, procedures and ethics.

Rev. 5.14.19

- Ability and willingness to represent the organization at events and meetings that is outside of normal business hours. Must be able to stand, stoop, kneel, climb, and lift up to 20 lbs.
- Ability and willingness to travel as required.

If you meet the requirements listed above, please submit a resume and cover letter to info@arttherapystudio.org.