



Job Description

TITLE: Clinical Director	JOB CODE: 2640
DEPARTMENT: Alternative Sentencing Division	FLSA: Exempt
PREPARED: September 17, 2007	FLSA CLASS: Supervisor
UPDATED: April 12, 2022	WORK LOCATION: Farmington, NM
	REMOTE WORK ELIGIBLE: YES

Summary: Provides clinical supervision, clinical consultation, and clinical direction to division staff. This clinical oversight combines solid therapeutic skills with expertise in how to apply that knowledge and understanding to the rehabilitative needs of program clients. This position is also required to complete evaluations, collaborate with an interdisciplinary staff, and provide direct services as needed.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Provides weekly clinical supervision, clinical consultation, and clinical direction to division treatment staff.
- Participates in trial and annual evaluations for treatment staff.
- Coordinates client services with mental health and medical contractors within a jail-based treatment system.
- Documents clinical case reviews and other supervision actions as required in a timely manner. Conducts regular chart audits.
- Assists in the development, review and analysis of data relevant to client treatment services.
- Provides direct assessments, psychological evaluations, and psychological treatment to clients as assigned according to division guidelines.
- Participates in collateral contacts with the community to facilitate continuity of care, treatment effectiveness and mutual cooperation.
- Consistently functions according to the highest professional and ethical standards. Consistently follows the policies and procedures of the division. Discusses with program administration any questions concerning ethics, policies, or related issues.
- Takes charge, directs and coordinates activities of others, and assumes leadership responsibility when appropriate.
- Structures tasks, plans objectives, establishes priorities and sets goals.
- Delegates appropriately, apportions work effectively, and defines work goals for subordinates.
- Develops subordinates by inspiring their best efforts to achieve identified goals. Assigns tasks consistent with their developmental capabilities and needs.
- Oversees the intern clinical supervision system within the division.
- Creates departmental reports. May assist in budget planning and cost analysis.
- Performs duties of counselors as necessitated by absence or peak workload.
- Performs other related duties as needed.

Required Knowledge and Skills:

- Knowledge of drug and alcohol counseling principles, methods and best practices.
- Knowledge of social services resources including their programs and eligibility requirements.
- Knowledge of the laws and regulations related to drug and alcohol violations and treatment.
- Knowledge of County policies and procedures.
- Knowledge of management principles, practices and methods.
- Skill in gathering data, compiling information and preparing reports.
- Skill in communicating effectively, both orally and in writing.
- Skill in effectively leading and training staff, and in delegating work and projects.

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- Skill in planning, organizing and evaluating the projects and programs.
- Skill in establishing and maintaining effective working relationships with County staff and the general public.
- Skill in the use of a personal computer and standard business software.
- Skill in working with a wide variety of professionals, including law enforcement, the judicial, mental health, education and probation.
- Skill in planning and implementing treatment programs and procedures.
- Skill in assessing client needs and determining appropriate treatment options.
- Skill in preparing, updating and maintaining treatment records and case histories.
- Skill in effectively presenting to small groups and in responding to questions.
- Skill in functioning in a jail-based system while endorsing the unique mission of jail-based treatment.

Education and Experience:

- Master's Degree in Clinical Psychology, Counseling, Psychology or closely related field.
- Two years post-graduate degree experience in providing psychological assessments, evaluations, and interventions with clients. This experience should include work with adults with serious mental illness and work in a community agency providing mental health services.
- Must possess current license in the State of New Mexico to provide substance abuse, mental health, family and clinical supervision services and adhere to licensure standards.
- One year supervisory experience preferred.
- Knowledge of psychotropic medications is required.
- Valid State of New Mexico Driver's License or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____