



## JOB DESCRIPTION

<b>Job Title</b>	Clinical Director	<b>Department</b>	Chekws
<b>Pay Range</b>	\$85,000 to \$100,000	<b>Exempt / Nonexempt</b>	Exempt
<b>Reports to</b>	Two Feathers Leadership Team	<b>Date</b>	September 2023
<b>Written by</b>	Jennifer Oliphant	<b>Approved by</b>	Virgil Moorehead

### MISSION STATEMENT

Two Feathers, a tribally chartered nonprofit of Big Lagoon Rancheria, provides behavioral health and culture-based prevention services. Two Feathers' mission is *to empower Native American youth and their families to achieve their full potential by offering culturally affirming mental health and wellness programs in Humboldt County.* Two Feathers serves all self-identified Native American Youth and their families in Humboldt County.

### WHAT WE OFFER

Two Feathers provides a collaborative, engaging and inclusive work environment for all employees. Employee's are offered many opportunities for both personal and professional growth, programs are designed with an emphasis in sustainability and wellbeing for its employees and connection is a central value within the agency.

### PROGRAM OVERVIEW

The Two Feathers Chekws Mental Health Program strives to provide innovative, high quality and culturally responsive mental health and wellbeing services that center and lift the voices, knowledge and cultural practices of Native youth and families in Humboldt County. Our program approaches the work in a trauma informed, non-pathologizing, collaborative and highly relational based manner. Currently, the Chekws program has the most mental health clinicians in Humboldt County who serve Native American Youth and their families. Reducing barriers to mental health services is a top priority in all that we do. We strive to transform the mental health field to make it more accessible and effective with Native American families.

### JOB SUMMARY

Under the supervision of the Two Feathers Leadership Team, the Clinical Director provides general oversight of the Chekws Clinical program. This includes supervision and support of the Clinical Managers, direct supervision and management of clinical staff including providing clinical supervision, oversight of Intake and Referral system as well as MediCal Billing system, planning and implementation of clinical program training, oversight of crisis response and the

implementation and oversight of compliance systems. The Clinical Director also provides grant management and grant program implementation.

## **ESSENTIAL FUNCTIONS**

### ***Clinical Program Oversight, Management, and Supervision***

- Provides management and oversight of Clinical Managers. This includes coaching, support, setting and monitoring growth goals and providing annual performance reviews.
- Provides clinical supervision and management consistent with Two Feathers mental health approach to working with Native youth and families to clinical staff including oversight of associate hours including ongoing, regular feedback on the quality and timeliness of their clinical work as well as their caseload.
- Identifies training needs and creates training delivery plans: delivers identified training when appropriate as well as coordinates outside training opportunities and guest trainers.
- Centers the uplifting of Indigenous knowledge and culture in supervision/management style: seeks consultation and solicits feedback around the implementation of this approach.
- Works closely with other agency programs (Cultural programming, Drop-in Services, Mentorship Programming)
- Support the hiring of new personnel, including interviewing and onboarding.
- Monitor caseloads and ensure that clinical staff comply with all agency and clinical, legal, and ethical practices. Review and cosign clinical staff progress notes, clinical forms, and correspondences, when indicated.
- Supports staff in maintaining appropriate documentation within Medi-Cal standards for mental health services and case management.
- Also solicits feedback from clinicians regarding supervision and whether needs are being met.
- Provide support, training, and remediation where needed to assist clinical staff in meeting the program's expectations and caseload requirements, charting, record keeping, documentation standards, and all other quality assurance standards, including legal and ethical practices (performance management).
- Provides management and oversight of Intake and Referral System. Participates in weekly intake meetings and assigns referrals to clinical staff.
- Frequently communicates updates and clinical performance to the Director of Programming.
- Facilitates group supervision or case-conferences as required.
- Participates in agency meetings, administrative program meetings, and trainings as required.
- Assist with or lead special program projects, as directed.
- Attend and participate in other Two Feathers programming, as a representative of the management team.
- Oversee, implement and manage assigned grants including writing grant reports, regularly meeting with grant officers and overseeing grant budgets.

## **QUALIFICATIONS**

- Education: Graduate degree in Social Work or Psychology
- Possess a current and active California license that is not under suspension or probation as one of the following:
  - Licensed Marriage and Family Therapist (LMFT)
  - Licensed Clinical Social Worker (LCSW)
  - Licensed Professional Clinical Counselor (LPCC)
  - Licensed Educational Psychologist (LEP)\*
  - Licensed Clinical Psychologist
  - Licensed Physician and Surgeon certified in Psychiatry by the American Board of Psychiatry and Neurology
- Have been licensed in California or any other state for at least two (2) years out of the last five (5) years prior to the commencement of supervision.
- Have practiced psychotherapy during at least two (2) years out of the last five (5) years prior to the commencement of supervision (or, if an LEP, has provided psychological counseling pursuant to Business and Professions Code (BPC) section 4989.14) **or** has provided direct supervision to ASWs, Associate Professional Clinical Counselors, Marriage and Family Therapist Trainees, or Associate Marriage and Family Therapists who perform psychotherapy during at least two (2) years out of the last five (5) years prior to the commencement of supervision.
- Has completed a minimum of 15 hours of supervision training that meets the course provider and course content requirements specified in regulation within 60 days of the commencement of supervision. Six hours of continuing professional development in supervision is required each renewal cycle thereafter.
- Experience as a Clinical Director, preferred.
- Experience in managing staff is required. Experience in providing Clinical Supervision preferred.
- Experience working in tribal communities with Native American youth and their families, preferred
- Current driver's license, in good standing
- Fingerprint clearance with the Department of Justice, FBI, and Child Abuse Index
- Must comply with a drug-free workplace

## **CORE COMPETENCIES**

- Effective written, visual, and oral communication skills necessary to express your thoughts and document notes.
- Comfortable using technology (computers, smart devices, emails, word processing, Google Workplace, etc.).
- An understanding of the developmental milestones of children/youth.
- Knowledge of substance abuse, dependence, and other addictive behaviors and treatment.

- Knowledge and proficiency in common post-structural individual and group treatment modalities and approaches (Narrative Therapy, Solution-Focused therapy, Collaborative Therapy, etc.).
- Knowledge of and proficiency in clinical assessments, diagnosing and treatment planning.
- Knowledge of and experience in using screening tools.
- Group facilitation skills.
- Ability to be flexible with frequent changes.
- Ability to work as part of a team and collaborate with others.
- Behaves with a friendly demeanor.
- Cultural humility and proven ability to interact authentically and effectively with widely diverse audiences and constituencies.
- Able to honor matters of confidentiality.
- Proficiency in HIPAA regulations.
- Knowledge of and/or willingness to learn about local Native communities.
- Ability to establish and maintain effective working relationships with Native youth, staff, community partners, and community members.
- Life-long learning: desire and ability to acquire and apply new knowledge and skills; learn from mistakes and successes; seek and accept constructive feedback from others; identify and access learning sources and opportunities.
- Ability to work with Electronic Health Records is required.
- Organizational skills with the ability to keep track of paperwork and documentation.
- An ability to analyze data and use information to inform programmatic decisions.
- An ability to create and maintain program and project budgets.

## **WORK CONDITIONS**

- Lifting and carrying up to 30 pounds; pushing and pulling up to 50 pounds
- Stand for extended periods of time
- Sit for extended periods at a computer
- Drive a vehicle for up to 2 hours at a time