

PEND OREILLE COUNTY POSITION DESCRIPTION

JOB TITLE: Clinical Director

DEPARTMENT: Counseling Services

REPORTS TO: Director of Counseling Services

PAY GRADE: Full-Time (37.5 hours / week); Exempt Position; Benefits Apply

REPRESENTED: Non-Represented

BOCC APPROVED DATE: 4/21/2025 AD RJZ
(Date) (Initials)

JOB SUMMARY: Quality assurance responsibilities to ensure all federal, state, regional and county mental health, substance use disorder regulations and contractual requirements are met. Provides mental health intakes, substance abuse assessments, individual and group treatment to clients and their families, crisis and case management services. Works cooperatively and effectively with the public and other employees..

SUPERVISORY RESPONSIBILITIES: Supervisory duties of licensed and non-licensed direct staff in the Department's Substance Use and Mental Health programs.

ESSENTIAL FUNCTIONS:

1. Abide by ethical standards of this County and your profession, NASW, APA, ACA, etc.
2. Maintain professional credentials required for the services being provided.
3. Be knowledgeable with and follow Department and County Personnel Policies and Procedures.
4. Responsible for direct supervision of clinical staff.
 - Involved in the recruiting, hiring, orientation of new hires.
 - Provides performance evaluation and professional development of clinical staff.
 - Ensure that all clinical staff has and maintains proper credentialing.
 - Provide individual and group supervision.
 - Develop clinical practice protocols.
 - Review and interpret Federal, State, County, and Private Agency laws, regulations, policies and contract requirements and provides guidance to staff regarding these directives.
 - Ensure staff coverage available to meet County/State/Federal requirements.
5. Be knowledgeable of contract requirements and deliverables relevant to clinical services to ensure sound implementation and compliance.
6. Be knowledgeable of Evidence Based Practices and industry performance measures for quality care and productivity.
7. Provide oversight and coordination of clinical services for Quality Assurance. Maintain "Audit-ready" records sufficient to meet statutory and contractual requirements.
8. Facilitate teamwork among all members of the staff, encouraging the practice of collegial problem-solving relations and open and respectful communication.
9. Promote Department's culture of understanding and sensitivity of issues related to diverse populations.
10. Provide clinical knowledge and leadership in critical incident reviews and other aspects of risk management.
11. Knowledgeable of mental health and addiction issues in the County. Familiar with cross system policies and service needs.
12. Coordinate with primary care and other system of care providers to promote integrated services.
13. Knowledgeable of community resources and promote effective, collaborative relations with community, regional and state entities.
14. Provide mental health intakes and/or substance use disorder assessments, recovery plans and care coordination across system of care.
15. Competently utilize the Agency EMR and other applicable technologies.

16. Represent the Department with providing education to community health partners and public.
17. Coordination and monitoring of electronic medical records system. Ensure compliance with high level security and privacy protection and adherence HIPAA, HiTech, CFR42.
18. Provide direct services to patients to include DCR responsibilities upon DCR designation.
19. Communicate effectively in written form when preparing presentations and executive-level correspondence and reports.
20. Use considerable judgment and initiative in course of executing responsibilities.
21. Perform special studies, projects, other duties as requested by the Director.
22. Responsible to keep Director and/or Management Team, informed of Agency operations.

KNOWLEDGE AND ABILITIES:

1. Master's degree from an accredited institution in mental health counseling, social work or other closely related field.
2. Possess a valid National Provider Identification Number (NPI).
3. Is not a State or Federal (OIG) excluded provider, in any capacity for the Medicare, Medicaid, and all Federal health care programs.
4. Have no history of alcohol or other drug misuse for a period of three years before employment.
5. Possess education, training or experience, which clearly demonstrate knowledge and skills related to management, quality assurance, Evidence Best Practices of methods and techniques for diagnosing and treatment of substance abuse and psychiatric disorders; treatment care planning, evaluation, and programming.
6. Good understanding of concepts and principles of patient advocacy in both the mental health and substance use field.
7. Knowledgeable of relevant Federal, State, Regional and local health laws, policy, codes, and standards.
8. Meet supervisory requirements (per WAC 246-809-234 and/or WAC 246-811-049).
9. Be familiar with and actively engage in integration efforts with multiple system of care providers, to include primary care.
10. Must speak clearly, read, and write legibly in the English language.

LICENSES AND OTHER REQUIREMENTS:

1. Possess a valid State of Washington issued credential to practice as a Mental Health Professional, without restriction, probation, or limiting condition. Dual licensure preferred.
2. Must possess a valid driver's license.
3. Must successfully pass background checks and driving record check.
4. Must be a U.S. citizen or a lawful permanent resident.
5. Must be at least eighteen (18) years of age.

WORKING ENVIRONMENT / PHYSICAL ABILITIES: Works in a variety of settings supporting individuals, families and groups within the community, to include office, client's residence, schools, hospitals, jails and other public venues. Standard risks working with persons with serious psychiatric disorders, drug and alcohol problems, and behavioral challenges, to include potential of volatile behaviors and/or exposure to contagious diseases. Expect periods of sitting, standing and walking. Possibility of travel throughout the county and state, in all seasons. Handling of charts, up to 30 pounds. Exempt position with variable after- hours, both evening and weekend.

BEHAVIORAL STANDARDS: Respectful, courteous, and friendly to customers, other County employees, and County leadership. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effectively communicates with customers and other County employees. Builds relationships with co-workers and managers. Positively represents the County, maintaining the trust County residents have placed in each of us. Demonstrates honest and ethical behavior.

SIGNATURES

This job description has been approved by:

Department Head Signature: _____ Date _____

Human Resources Signature: _____ Date _____

Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position. The statements herein are intended to describe the general nature and level of work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, skills, and conditions required of personnel so classified. It does not constitute a contract, commitment or promise of any kind.

Employee Signature: _____ Date _____

Employee Name: _____

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.