

Lowell House Addiction Treatment and Recovery

Clinical Director – Men's Recovery Home

The Clinical Director is leadership role with responsible for all clinical programming and services delivered within The Recovery Home. He/she is responsible for providing training, clinical supervision, and administrative support to all staff and interns at the Recovery Home. The Clinical Director provides on-call responsibilities. The Clinical Director will ensure compliance with all DPH licensing regulations.

SALARY RANGE:

PRIMARY RESPONSIBILITIES:

- Supervise the Program Manager.
- Supervise Counselor/Case Managers.
- Responsible for maintaining current DPH Licensing criteria.
- Complete performance evaluations for employees.
- Responsible for the oversight and monitoring of clinical services provided within the program.
- Responsible for insurance authorizations and billing.
- Responsible for the implementation of BSAS Standards of Care.
- Responsible for the oversight and facilitation of referral/waitlist/intakes; achieving census standards.
- Assists with the oversight and monitoring of Medication Administration program; proper storage and security, updated information, accountability of medication counts and documentations per regulatory standards.
- Clinical oversight of intake assessments for all clients.
- Coordinate and assist in preparing for new client admissions; assigning to Counselor/Case Manager caseload, assign client MIS number
- Responsible for EIM/ESM data reporting.
- Development and clinical oversight of Action/Treatment Plans with Case Managers for clients.
- Communicate with all collateral providers to ensure coordination of care. (Probation, Parole Methadone clinic, Mental Health clinic, PCP, etc.).
- The primary liaison with family involvement to support recovery plans.
- Responsible for the oversight and implementation of the weekly Activity/Group schedule; delegation of staff to facilitate and carry through approved curriculum.
- Facilitate clinical team meetings.
- Review all clinical documentation to ensure compliance with licensing and funding regulations.
- Manage, develop and evaluate staff by providing timely mentoring, training and performance management. Complete required paperwork in accordance with company policy.
- Follow evidenced based treatment protocols and best practice standards.
- Engage all clients by understanding and addressing their needs whether within or outside the scope of work.
- Assist with client chart reviews for internal quality assurance.
- Attend all required agency-wide meetings, including substance abuse team meetings.

- Attend & participate in engagement team meetings as requested and communicate effectively with clients and staff in other areas.
- Maintain confidentiality of client, employee and agency information in accordance with federal and state laws and funder requirements.
- Ensure compliance with program/department, agency and/or funder requirements, as well as, LHI policies & procedures.
- Responsible for the program and client safety, ability to respond to emergencies at any time.
- Provide Crisis Intervention (client and programmatic issues).
- Utilizing overdose and prevention training (Narcan) if needed.
- On-call responsibilities.
- Other duties as assigned.

KNOWLEDGE AND SKILL REQUIREMENTS:

- Master's degree in Social Work, Sociology, Counseling, Psychology, Human Services, or Public Health.
- License required: LICSW, LMHC, LADCI, LMFT
- 5 years clinical experience working with substance abuse population
- 3-5 years of supervisory and managerial experience.
- Excellent organizational, training and time management skills
- Strong verbal & written communication skills
- Working knowledge of MS Word & Excel, and Electronic Health Records.
- Current certification in CPR and proof of TB status.

ORGANIZATIONAL RELATIONSHIP:

- Directly reports to the Senior Director of Residential Programs
- Direct reports of this position are Program Manager, Counselors/Case Managers, and Interns.
- Indirect reports of Recovery Specialist/Direct Care staff, and Awake Overnight staff; in conjunction and collaboration with Program Manager, as necessary.

WORKING CONDITIONS:

This position has on-call responsibilities. As part of the responsibilities of this position, the Clinical Director of the Recovery Home will have direct or incidental contact with clients served by various programs operated by Lowell House, Inc. A successful CORI background check is required.

Job Type: Full-time

Interested candidates should send cover letter and resume to Diana Newell at dnewell@lowellhouseinc.org