

Clinic Director

Posting Details

Position Information

Job Title Clinic Director

Posting Number S564P

Classification Title

Position Summary Information

Summary The Clinic Director will be responsible for providing daily oversight to the CBU PsyD Program-Affiliated Community Mental Health Clinic by performing the following duties.

Essential Duties and Responsibilities

Other duties may be assigned.

1. Oversee the daily operations of the Clinic, including the delivery of high-quality mental health services (e.g., individual, group, couples, family, and group psychotherapy; psychoeducational and other mental health programs for the local community), assistance with client emergencies, and the security and maintenance of confidential treatment records.
2. Manage all staff to ensure they are abiding by mental health laws/ethics in the state of California, as well as the American Psychological Association's (APA) ethics code and federal law (e.g., the Health Insurance Portability and Accountability Act [HIPAA]).
3. Develop, implement, and maintain the clinic's operational policies and procedures, as well as all paperwork/documentation (e.g., charts, client handouts, signage).
4. Prepare and monitor annual budgets.
5. Work with the CBU PsyD Program Director and Director of Clinical Training (DCT) to ensure second-year CBU PsyD students are getting their training needs met (e.g., diversity of clients, number of hours, required weekly supervision).
6. Read intakes and assign clients to practicum and staff therapists.
7. Recruit and train clinical supervisors for the clinic and organize and assign supervisors to supervisees.
8. Interview and select practicum and staff therapists in consultation with the CBU PsyD Program Director and Director of Clinical Training (DCT).
9. Prepare and present regular trainings to therapists and practicum students in professional and in-service meetings.
10. Represent the clinic in the community, developing marketing strategies, building beneficial relationships, and communicating the mission of CBU and the CBU PsyD Program.

Supervisory Responsibilities

Directly supervises employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; disciplining employees; and addressing complaints and resolving problems.

Other Knowledge Skills and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Skill in the use of personal computers and related software applications.
- Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues.
- A thorough knowledge of: Business English and arithmetic; general office methods, procedures and practices.
- Ability to plan, develop, and coordinate multiple projects.
- Ability to read and write at a level appropriate to the duties of the position.
- Ability to use independent judgment and to manage and impart confidential information.
- Ability to gather data, compile information, and prepare reports.
- Strong interpersonal and communication skills and the ability to work effectively with a diverse faculty, staff, and student body.
- Ability to supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- Strong organizational skills and detailed oriented.
- Ability to maintain confidentiality.
- Excellent telephone courtesy knowledge and experience.
- Knowledge of standard budgeting and expenditure control procedures and documentation.
- Ability to interpret, adapt, and apply guidelines and procedures.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures
- Ability to create, compose, and edit written materials.

- Ability to make administrative/procedural decisions and judgments.
- Ability to develop and maintain recordkeeping systems and procedures.
- Ability to resolve customer complaints and concerns.
- Ability to investigate and analyze information and to draw conclusions.

Education and/or Experience

Doctoral degree (Ph.D. or Psy.D.) in clinical psychology or a related field; an active psychology license in the state of California (or license eligible). Experience conducting clinical supervision with practicum students, and administrative experience at a community mental health, county, or other agency that provides mental health services.

Posting Detail Information

Open Date 03/23/2018

Remove from Web

Open Until Filled Yes

Special Instructions to Applicants

Nondiscrimination Statement

State and Federal law permit California Baptist University to discriminate on the basis of religion in order to fulfill its purpose. The University does not discriminate contrary to either State or Federal law.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Are you a Christian?

- Yes
- No

2. * Do you attend church regularly?

- Yes
- No

3. If no, please explain (required):
(Open Ended Question)

4. * Are you both familiar with and not in conflict with the fundamental doctrines and practices of the California Southern Baptist Convention as stated in the Baptist Faith and Message dated June 14, 2000? (Please see above link for more information)

- Yes
- No

Applicant Documents

Required Documents

1. Cover Letter
2. Christian Experience Essay
3. Curriculum Vitae
4. Letter of Reference 1
5. Letter of Reference 2

Optional Documents

1. Other Document
2. Other Document 2
3. Other Document 3
4. Other Document 4