

DOUGLASS COMMUNITY ASSOCIATION
Frederick Douglass Recovery Center
Clinical Director

Position Summary

The Frederick Douglass Recovery Center (FDRC) Clinical Director provides administrative leadership, direction and supervision for the daily operation of current programs and the development of new evidence-based programs to meet diverse mental health needs.

Qualifications

Fully licensed mental health provider with strong leadership skills including the ability to take decisive action in response to the needs of clients, clinical staff, and the agency. Experience in administration and providing direct services in a clinical setting. Ability to develop practice level systems and manage budgets to ensure fiscal soundness and facilitate effective services.

Reporting Relationships

Reports to the Executive Director.

Duties and Responsibilities

1. Provide vision, leadership and direction to establish a thriving clinic, offering top-quality services that produce positive outcomes for children and families served.
2. Coordinate the FDRC clinical preparation required for the annual KCMHSAS Quality Monitoring Review and the 3 –year CARF accreditation
3. Execute responsible budget management practices, making timely and reliable decisions to maintain a robust financial status. Including coordination of billing process at FDRC i.e.; uploading, inputting, and monitoring of claims.
4. Integrate with all Douglass Community Association services, establishing a culture within the agency that includes the entire staff in the process of supporting children and families served and meeting Douglass’ mission, goals and objectives.
5. Responsible for working with staff and contracted medical billing services to ensure accurate billings and reimbursements.
6. Participate in collaborative projects and cultivate positive relationships with community partners.
7. Communicate in an open, professional manner that promotes strong partnerships.
8. Provide staff supervision and support, fostering the development of a highly qualified, capable, committed and efficient team.
9. Coordinate continuous quality improvement efforts aligned with recommendations of accrediting and regulating entities.
10. Develop and implement efficient policies and procedures and maintain reliable clinical records to report compliance with accreditation standards.
11. Recommend hiring, monitor training, provide supervision and consultation, and evaluate FDRC staff.

FDRC Clinical Director

12. Provide direct clinical services to youth and adult clients.
13. Participate in personal and professional growth activities to improve skills and maintain a working knowledge of current trends and developments in the mental health field.
14. Participate in the agency's Strategic Planning process.
15. Perform other duties as assigned by the Douglass Community Association leadership team.

Desirable Skills and Characteristics

1. Passion for making a difference in the lives of persons served, particularly youth.
2. Strong leadership and administrative skills such as envisioning; thinking strategically, solving problems, and taking initiative to assure that program goals are achieved.
3. Strength in developing efficient systems, fostering innovation, and achieving operational excellence.
4. Experience in managing licensing requirements and accreditation reviews.
5. Solid background in and understanding of current research-based mental health practices and standards.
6. Strong communication and negotiation skills with proficiency in cultivating relationships, motivating others, and collaborating with partners to achieve common goals.
7. Ability to assess, document and report progress toward treatment objectives.
8. Ability to exercise good judgment and maintain a high standard of ethics.
9. Knowledge of CARF accreditation requirements
10. Team player
11. Master's (license) level degree in social work or psychology
12. Experience in working with diverse populations
13. Proficiency in use of computer software.

Qualified candidates should e-mail (preferred method) or mail a letter of interest and resume to:

s.thomas-cloud@douglasscommunity.org. (Please use "Clinical Director" in the subject line)
Douglass Community Association
Attn: Sherry Thomas-Cloud
1000 W. Paterson
Kalamazoo, MI 49007

Douglass Community Association is an equal opportunity employer.