

<b>Job Title</b>	Director of Clinical Services
<b>Employer/ Agency</b>	Gracewood
<b>Job Description</b>	<p>Under the direction of the Vice President of Programs and Services, the Director of Clinical Services is responsible for overseeing and developing Gracewood’s clinical services through hiring and training counseling staff and student interns, as well as planning, assigning, and directing work and appraising performance. Other job duties include tracking, analyzing, and reporting data, the development and implementation of clinical policies and procedures, consulting on all clinical and ethical issues, and keeping program leadership informed of all operational and programmatic issues.</p> <p><b>COUNSELING SKILLS</b></p> <ul style="list-style-type: none"> <li>• Provide clinical oversight of all client care to Gracewood residents according to individualized services plans. Maintain a small caseload of Gracewood residents, as well as Aftercare clients.</li> <li>• Ensure the delivery of evidence-based, culturally competent mental/behavioral health services.</li> <li>• Maintain a flexible schedule to be available to meet with clients after hours as needed.</li> <li>• Facilitate therapeutic community groups as needed.</li> <li>• Attend treatment team meetings.</li> <li>• Refer for psychological testing and mental health support when appropriate.</li> <li>• Participate in training opportunities to stay abreast of innovative ideas and tools available in the field.</li> <li>• Conduct family intake assessments and provide recommendations to the Program Director for all admission decisions.</li> <li>• Assess client progress and discuss all discharge plans decisions with Program Director and Vice President of Programs and Services.</li> <li>• Report immediately any suspected child abuse/neglect.</li> <li>• Recognize and report concerning client behaviors disclosed in session that may be a cause for concern regarding the safety of the ministry, other clients, or staff.</li> <li>• Maintain an active LCSW license.</li> <li>• Any other responsibilities as required.</li> </ul> <p><b>ADMINISTRATIVE SKILLS</b></p> <ul style="list-style-type: none"> <li>• Supervise all counseling staff and interns; providing supervision in accordance with state board licensure requirements and university contracts as needed.</li> <li>• Demonstrated ability to manage and inspire a diverse team of professionals, excellent leadership, communication and interpersonal skills. Foster a culture of collaboration, respect, and excellence among team members.</li> <li>• Holds experience with strategic planning, management &amp; employee relations, &amp; clinical supervision.</li> </ul>

- Lead initiatives to improve clinical service delivery, client satisfaction, and operational efficiency.
- Holds a service attitude and mindset, friendly and eager to support, excellent problem solver with critical thought and follow through, professionally driven, good communicator, receives direction well.
- Manage scheduling of staff to ensure that client and program needs are being met and there is appropriate coverage.
- Report any non-compliance issues with agency policies or expectations regarding facilities and programs to the Vice President of Programs and Services.
- Follows approved guidelines for making program purchases. Submit receipts monthly for reimbursement.
- Submit statistical reports and provides documentation for client files and CQI review.
- Maintain monthly statistics and assist Vice President of Programs and Services in conducting program evaluation.
- Utilize client management software to document client contact, detailed case notes, group therapy sessions, client attendance, and maintain appropriate records.
- Conducts risk assessment for entire agency providing recommendations and forms to ensure HIPPA compliance.
- Manage counseling practicum student internships by maintaining relationship with university staff, attending required meetings, signing agreements and providing training and supervision to new students interning at Gracewood.

**BEHAVIOR BASED COMPETENCIES**

- Christian, biblical behavior is expected at all times and includes but is not limited to the following:
- Honors God by lifestyle and is a positive Christian role model both personally and professionally. This person must agree with and live up to Gracewood’s Mission, Vision, and Core Values.
- Exhibits excellent organizational skills, sound judgment, and confidentiality as well as effective communication abilities in dealing with both staff and the public.
- Works independently, displaying creativity and initiative in everyday duties, and submits ideas and suggestions to enhance overall mission of Gracewood.
- Demonstrates effective collaboration across the family of ministries. Utilizes at all times teamwork and coalition building. Works cooperatively with all of CAHM personnel and those of related corporations, Trustees, donors, contracting agencies, all stakeholders, and the general public.

**Qualifications**

- Commitment to Christian principles and teachings both professionally and personally.
- Educational: Master’s Degree in Social Work, Psychology or Counseling. LPC-Supervisor required.

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Must understand and support the mission of Gracewood/Children at Heart Ministries, its programs, and core values.</li> <li>• Experience in areas of crisis intervention, individual, group and family counseling required. Candidate must have knowledge of family and child development and possess good problem solving and decision-making skills.</li> <li>• Ability to observe and make accurate assessments of situations.</li> <li>• Must be self-motivated with good organization and time management skills.</li> <li>• Must be capable of managing electronic client files and learn new software as needed.</li> <li>• Must have good written and verbal communication skills.</li> <li>• Proven experience with 5+ years in clinical leadership</li> </ul>
<b>Salary/Hours</b>	Full time, starting \$75,000
<b>Address</b>	1617 Elmview Drive
<b>City, State, Zip</b>	Houston, TX 77080
<b>Contact Person</b>	Jenny Stow
<b>Telephone Number</b>	713-988-9757
<b>Email Address</b>	jenny.stow@gracewood.org
<b>Application Method</b>	Apply Here: <a href="https://www.gracewood.org/Site/About/Join-Our-Team.aspx">https://www.gracewood.org/Site/About/Join-Our-Team.aspx</a>
<b>Opening Date</b>	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.