



Position: **Clinical Director**
Hours: **This position is a salaried, exempt position**
General work schedule is Monday – Friday 8:00 AM - 5:00 PM
Evening and weekend work is sometimes required in this position.
Flexible scheduling, some overtime may be requested.
Compensation: \$75,000 - \$85,000 depending on experience
Supervision: *This position reports directly to the Executive Director.*

YWCA Helena Mission:

YWCA Helena is committed to preventing homelessness, providing safe and supportive housing for women and children experiencing homelessness, and providing services that restore hope, self-sufficiency, and happy, healthy lives. Together with YWCA USA and YWCAs across the country, we are dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all.

Job Summary:

YWCA Helena is licensed by the state of Montana as a Mental Health Center as well as a Substance Use Disorder Facility, providing both ASAM level 2.1 and 1.0 levels of care. The program also holds certification as a Recovery Home by the Recovery Residence Alliance of Montana (RRAM) . Under these licenses and certifications, YWCA Helena operates two flagship programs: WINGS (Women Initiating New Growth and Sustainability) and Caterpillars Child and Family services. WINGS clinical services are fully integrated within the Recovery Home. Caterpillars services include parenting classes, supervised parenting and safe exchange and parenting advocacy. Caterpillars also operates The Clubhouse; a trauma-informed childcare where clinical services are provided on-site.

Both WINGS and Caterpillars utilize a clinical approach that is relationally based, and trauma focused and aims to support women and their children in a shared journey of recovery from trauma substance abuse recovery. The Clinical Director ensures clinical integrity and administrative oversight of YWCA Helena clinical programs

The Clinical Director, in coordination and collaboration with Program Directors, maintains and creates programs that fill a specialized niche in the community YWCA Helena serves and helps develop, innovate, and expand programs to better serve clients of YWCA Helena.

Responsibilities

Leadership

- Promote and build a cohesive, collaborative team environment.
- Serve and participate in community-based or statewide committees and working groups.
- Knowledge of the cultural, social, and economic background of the diverse populations served and the impact of cultural values and beliefs on their health status.
- Navigate in an inclusive staff and client environment.
- Exhibit creativity and vision, have an ability to communicate creative ideas, and possess skills to motivate and encourage a team approach to new ideas.



- Support and strengthen YWCA Helena's staff and program participants in developing and maintaining a trauma-informed recovery milieu.
- Value and promote continuing education, professional development, and skill acquisition among staff.
- Encourage colleagues to embody leadership traits of appropriate vulnerability, courage, boundaries, reliability, accountability, confidentiality, integrity, nonjudgment, and generosity.

Supervision and Management

- Manage operational and compliance aspects of clinical and housing services at YWCA Helena, continually monitoring for changes and updates relevant to all licenses and certifications to ensure ongoing compliance.
- Create, review, and ensure clinical policies are reflective of best practices, follow ethical standards, and guide clinicians on expectations for timeliness, legal matters, and ethical considerations.
- Ensure clinical staff adhere to Montana Code Annotated (MCA) and Administrative Rules of Montana (ARM) regarding state licensing and professional ethics.
- Understand contracts and grant agreements that provide financial partnership for YWCA Helena's work. Ensures benchmarks and measurable outcomes are being reported and ensures clinical reports are created for agency grant reporting.
- Provide clinical supervision and monitor training compliance for all non-licensed providers/candidates and behavioral health interns and practicum students. Maintain documentation of those sessions for audit purposes.
- Ensure the agency's Electronic Health Record (EHR) continues to meet agency needs and collaborate with the EHR directly to correct any deficiencies.

Agency Responsibilities and Program

- Effectively communicate state level administrative changes to staff, leadership team members and other impacted stakeholders.
- Engage as a collaborative member of YWCA Helena Director team, assuring clinical programs maintain integrity and quality and clinical needs and ethical standards are prioritized in agency-wide strategic planning.
- Serve as a professional resource for in-service presentations for staff.
- Identify areas of needed improvement and work and seek solutions to create efficiencies and maximize staff performance.
- Provides financial oversight and management of grant award funding, including creating and managing program budgets, forecasting, tracking, and monitoring compliance with federal regulations.
- Supports the agency, at the direction of the Executive Director, as needed.

Client Services

- Directs an interdisciplinary team to assure that there is adequate communication regarding individual client assessments, diagnoses, treatment plan, and discharge recommendations as well as coordination of care regarding family assessment and treatment.
- Provide clinical guidance to clinical staff regarding the formulation of all client and family treatment plan and service recommendations via coordination with clinical and program staff.



- Provides direct care/clinical services to clients by performing mental health screenings/assessments, crisis intervention, and suicide risk assessments as necessary.
- Coordinate client wait list and admission to the WINGS and Caterpillars Clinical programs, in coordination with other agency staff.
- Acts as an advocate for YWCA Helena and its clients.

Job Qualifications

A belief in the mission of YWCA Helena and a positive attitude toward YWCA clients will be the most important key to success. Must believe in the shared humanity of all people, go the extra mile for someone in need, be willing to give someone the benefit of doubt, treat each person as an individual and foster a return to independence, not greater dependence.

In addition to the above characteristics, the following are essential to this position:

- Must hold both a valid Montana Licensed Addiction Counseling license AND either a valid Montana Licensed Clinical Social Worker or Licensed Clinical Professional Counselor.
- Minimum of 5 years' experience working with individuals and families who are high-risk as an LCSW or LCPC.
- A minimum of 2 years clinically supervising license candidates, interns, and practicum students.
- Ability to provide therapeutic services acting within the scope of the mental health professional's license.
- Adherence to American Counseling Association (ACA) Code of Ethics for LCPC or NASW Code of Ethics for LCSW.
- Knowledge of program planning concepts, principles, and practices with a focus on building and maintaining a system of integrated, holistic care.
- Expert knowledge of normal and abnormal psychological development of children and adults, family systems, life experiences and factors contributing to emotional and mental distress, complex psychological concepts that impact productive life management for clients.
- Proficiency in Microsoft Suite programs, ability to navigate and utilize electronic health record platform, and capacity to use technology to conduct necessary aspects of the role and support agency work.
- Demonstrated skills in written and verbal communication. Ability to provide written and oral presentations.
- Ability to work effectively with other professionals and service providers to provide an integrated approach to care.
- Ability to work both independently with minimal supervision as well as cooperatively as part of the YWCA team.
- Demonstrated professionalism, integrity, and ethical behavior with regard to confidentiality as well as in matters concerning coworkers.
- Ability to read and interpret documents such as law enforcement reports, government or agency regulations and legal interpretations.
- Must have and submit an up-to-date Immunization Record, including a Tuberculosis (TB) skin report, prior to starting employment and provide annual updates.



- Must obtain a CPR Card within ninety (90) calendar days of employment and maintain a valid CPR card during employment. Must have a First Aid card and then maintain updates per agency policy.
- Must be insurable and provide own transportation for work related travel as necessary.
- A commitment to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all.

A background check is required for all staff at YWCA Helena.