Job Description ~ Open Position

Clinical Director

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<tr>
<th>Reports to</th>
<th>Executive Director</th>
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<td>Training &amp; Requirements</td>
<td>Master’s Degree in Social Work with LICSW credential or Master’s Degree in Counseling with LPC credential; Must have at least three (3) years of post-master’s clinical experience in a mental health treatment setting with experience in substance abuse and co-occurring disorder treatment; Able to travel to community sites to provide services as needed; Must have a valid driver license, personal automobile insurance, and good driving record. Will be subjected to background and drug screenings.</td>
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<td>Preferred Competencies</td>
<td>Management experience in a mental health setting.</td>
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<td>Overall Mission</td>
<td>Oversight of clinical programs including JASPER House, Living in Balance Chemical Addiction Program (LIBCAP), Living Well Outpatient Center (LWOC), and the Living Well MISSION. Clinical support of other agency programs including housing and case management services.</td>
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Areas of Responsibility

1. Supervise all clinical elements of AIDS Alabama programs.
2. Provide direct supervision of the Program Coordinator for each clinical program and agency nurses. Through these staff, supervise clinical programing: i.e. Kitchen, Resident Advocates, Case Managers, Peer Support Specialists, and clinical contractors.
3. Oversee program co-coordinators and day-to-day functions of the SAMHSA funded Living Well MISSION program; supervise program implementation and ensure programmatic and reporting requirements are met.
4. Provide clinical oversight and supervision to main office social work staff and the 1917 Temporary Housing Partnership (THP).
5. Clinical support of all agency programs including housing and case management services.
6. Coordinate with the Housing Department to promote tenant success, maximum housing utilization, tenant retention, program goal attainment, and problem resolution.
7. Ensure continuing certification of the LIBCAP, LWOC, and JASPER House programs by the Alabama Department of Mental Health.
8. Supervise the clinical implementation of the Ryan White Part B services in supervised programs and the HOPWA competitive grant that funds JASPER House.
9. Assist the Administrative Director of Programs in the implementation of agency wide client based data system by helping ensure all staff is trained and utilizes the system(s) correctly to input data to meet billing standards for all funding sources; ensure that 100% of all relevant standards for billing are followed by all staff in line of supervision.
10. Act as member of the agency Management Team to provide leadership and support the work of the agency towards strategic goals.
11. Work closely with the Quality Assurance Coordinator and as member of ADMH PI committees, the Agency Quality Assurance Committee, and the Human Rights Programs Committee, ensuring supervised programs follow all protocols for PI indicators.
12. Help research community needs and design new programs and processes to better meet needs.
13. Support the QA Coordinator in ensuring staff participation in mandated trainings.
14. Ensure Program support in One Roof Continuum of Care and PromisAL HMIS activities.
15. Supervise the 24-7 Professional On-call system and provide 24/7, 365 days a year back up to all on-call counselors.
16. Other duties as assigned.

**Work Environment**
1. Schedule: Work hours are full-time and may include nights and/or weekends; varies based on the needs of the agency and communities.
2. Physical Requirements: May lift up to 50lb occasionally; long periods of standing, stooping, bending, and sitting.
3. Safety/Environmental: Exposure to multi-cultural consumers and/or family members with HIV/AIDS (or other STI’s) as well as impaired cognitive behaviors.

**Overall Expectation**
Represent the agency through all methods of communication in a way that reflects the agency’s mission. Adhere to all AIDS Alabama, Inc. Policies, Procedures, and Guidelines (including, but not limited to, Human Resources/Personnel, Finance, Operational, and Housing) as presented and as adapted. Establish a strong, solid line of communication with all levels of employees and external business partners. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, consumers, and external business partners. Must be willing and able to complete all trainings in obligatory timeframes. All employees are expected to perform in a mature, professional, business-like manner. Participation in agency activities, testing events, and fundraisers is expected as necessary and requested. Be aware that breach of confidentiality is grounds for dismissal. This job description can be modified to reflect additional tasks.

AIDS Alabama expects staff to create a safe space in which all people are valued, respected, and treated with dignity; sexuality is accepted as a healthy part of being human. In such a space, all people would be celebrated for who they are and provided with the economic, educational, and social opportunities to reach their full potential.

**AIDS Alabama is an equal opportunity employer**

______________________________  __________________________
Employee’s signature      Date

______________________________  __________________________
Human Resources signature (or assigned designee)  Date