



Director of Clinical Services (Mental Health)

Schoke JFS is an outpatient psychiatric clinic that provides mental health services to individuals, couples, and families throughout all of upper Fairfield county. In addition to providing therapeutic counseling incorporating multiple modalities and theories, Schoke JFS leverages specialties and interests of clinicians to additional supports, programs and initiatives that add to the support services we offer our community.

The Director of Clinical Services is a senior management position providing overall leadership and supervision to all clinical and family life programs at Schoke Jewish Family Service. This position is responsible for assisting in the development of and implementation of new clinical, Jewish family life, and wellness programming to serve a wide range of mission directed community needs. S/He will expand our outreach in the community, identify needs, and explore gaps in the services we provide. The Director provides individual, group, family and adjunctive therapies. Performs all necessary administrative, financial and clinical services as directed including reporting, community outreach and client intake/triage and protocol. The Director supervises all agency clinical staff, either directly or through subordinates and reports to the Chief Program Officer.

Duties include but are not limited to:

- Supervise designated staff members and/or volunteers,
- Oversee service delivery to ensure appropriate treatment.
- Provide supervisory sessions to employees, or ensures that such supervision is provided.
- Assign cases to staff for ongoing services.
- Responsible for clients' intake and initial biopsychosocial assessment
- Develop and implement staff training on relevant areas of interest and topics
- Responsible for adherence to all licensing requirements for the department, and prepares department for licensing applications and renewals.
- Review written work of staff to ensure compliance to DPH licensing procedures, agency regulations and standards.
- Review employee's performance as required by agency personnel practices and communicates this to the CPO/CEO. Document employees' progress or notes areas of concern or needs for improvement. Outline and supervise remediation plans, as appropriate.
- Responsible for the maintenance by staff of timely and well documented case records in the EHR system.
- Responsible for overseeing and coordinating the use of the EHR system by clinicians, billing staff, and working with the system support team for providing records, reporting etc.
- Oversee and help to create/implement new clinical and Jewish family life and wellbeing programs to increase outreach and further the agency mission.
- Responsible for staffing, monitoring and reporting on clinical Jewish Family Life programming.

- Assist the marketing department in the creation and dissemination of written and verbal information regarding these programs.
- Provide Training/Supervision of other agency staff who may from time-to-time lead or co-lead Jewish Family Life Education programs.
- Carry out, as appropriate, educationally oriented Jewish Family Life Education programs which are responsive to requests by other organizations and the needs of the community
- Develop and identify resource materials in a variety of topical areas for community needs, marketing and communications about Mental Health, Jewish Family Life and other relevant topics.
- Act as designated agency representative on task forces, community service groups, etc., related to program element's purpose and activities as directed by CPO/CEO.
- Responsible for ensuring that agency policies and procedures are followed.
- Participate in Utilization Review, Quality Assurance or other agency committees as assigned.
- Attend and lead in-service training, workshops and staff meetings, and other agency functions as requested.
- Carry out consultation and education services to other community agencies and groups as assigned.
- Consult with, and report to agency CPO, or CEO, as instructed.
- Attend inter-agency meetings and conferences when appropriate.
- Abide by NASW Code of Ethics.
- Performs others duties as may be assigned from time to time by the CPO/CEO not specifically mentioned in this job description.
- Other responsibilities assigned as needed.

Qualifications:

- Master's Degree or higher degree in relevant field, current CT Licensure helpful/ CT Licensure eligible required (within 3 months of employment)
- 5-10 years post grad clinical experience
- Management experience required
- Programmatic experience a plus
- Experience supervising clinical staff and students.
- Knowledge of Jewish customs and traditions helpful.

Job Type: Full-time

Salary Range: \$75,000-\$100,000

Benefits:

- 403(b) matching
- Short-term and long-term disability
- Health insurance
- Dental insurance available (employee contribution)
- Vision insurance available (employee contribution)
- Paid time off

Schedule:

- Monday to Friday
- At least one night a week after business hours
- Available in the evenings and weekends as required to attend community events, host and facilitate family life program and organization engagement events.

Education:

- Master's (Required)

Work Location:

- Stamford and Fairfield offices and offsite event locations

Work Remotely:

- No

Please email cover letter and resume to Matt Greenberg MGreenberg@ctjfs.org to be considered.