



**Clinical Director  
JOB DESCRIPTION**

Position Title:	Clinical Director	Exemption Status:	Full-time Exempt - Grant funded
Job Classification:		Job Code:	GS 38
Department:	SANE		
Reports to:	Arise Director		
Last Update:	June 20, 2018		

**Essential Functions**

Provide clinical supervision and training as necessary to counseling team. Perform direct service to support department. Develop community relations and collaborative programs with other agencies as approved by the director. Work with director to ensure that services and programs are culturally appropriate and sensitive to communities that we serve. Additionally, participate in organization-wide activities as well as community activities in support of sexual assault survivors.

**Essential Job Duties**

- Provide direct services for clients at Arise
- Provide clinical expertise to staff as needed
- Conduct long range planning with director
- Oversee use of intake and assessment materials by clinical staff
- Co-facilitate presentations for organizations, community members or other groups as determined by director
- Lead clinical team meetings
- Provide supervision for non-independently licensed clinicians
- Attend meetings/trainings as requested by director
- Complete all monthly, quarterly, and annual reports related to program as determined by director
- Support Arise fundraising activities
- Coordinate with Arise components when necessary or as determined
- Strictly abide by confidentiality/HIPAA
- Adhere to the employment, grievance, personnel policies, and procedures
- Participate in the upkeep and cleaning of the office areas
- Comply with all grant requirements and project components

**Non Essential Functions**

- Performs other duties as assigned.

**Qualifications**

- Masters or Ph.D. in counseling, psychology, social work, or marriage and family therapy, or psychology, with New Mexico state licensure (LISW, LPCC, LMFT, or Ph.D.)
- Minimum of 5 years clinical experience including work with child, adolescent, and adult sexual assault survivors, crisis intervention, and cognitive behavioral therapies
- Working knowledge of funding and agency contract requirements
- Experience with program development.
- Computer competency requirements include Microsoft Office, Outlook, online researching techniques and search engine utilization.
- Ability to be accountable to peers and community
- Knowledge of Arise communities and local culture
- Ability to work flexible hours and occasional weekends
- Ability to work with a diverse staff and community as a team player and collaborator

**Environmental Conditions**

- The ability to work in varying degrees of temperature (heated or air conditioned).
- The ability to work under extreme pressures.
- The ability to handle victims with the utmost care and respect.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

**Conditions**

I understand this is a twelve-month renewable position contingent on grant funding. \_\_\_\_\_

I have read and fully understand my job description, as the Clinical Director for Arise Sexual Assault Services, and as a grant funded employee of Roosevelt General Hospital. \_\_\_\_\_

I realize this is grant funded employment, and either party has the ability to terminate this contract by providing written notice to the other party. \_\_\_\_\_

I \_\_\_\_\_ agree to provide and maintain job requirements of Arise Sexual Assault Services, Roosevelt General Hospital under the direction of the New Mexico Coalition of Sexual Assault Program, Inc.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date