



New Leaf Resources

A Christian Non-Profit Counseling Agency

Job Title

Clinical Director

Department:	Location:	Reports To:	Position Type:	FLSA Status:
Clinical	Crown Point	Executive Director	Full-Time	Exempt

Travel Required:	Hourly/Salary:	Range:	Last Modified:
To all 3 locations	Salary	\$70-\$100k	03/5/2025

Job Summary

New Leaf Resources is a Christian Non-Profit organization. Therefore, from a Christian perspective, the Clinical Director is responsible for managing the clinical department, training staff, and providing clinical guidance. This role involves administrative tasks, supervision, and collaboration with various directors to address clinical concerns. The Clinical Director collaborates with the Executive, Administrative, Marketing, and Development Directors and oversees clinical staff, including LMSW, LPC, CADC, LMHC, LCPC, LCSW, CSAT, and LMFT.

Role and Responsibilities

Clinical Leadership:

- Oversees all clinical and treatment services and the staff associated with those responsibilities.
- Works with care teams to help determine the appropriate level of care for clients.

- Provides clinical guidance, training, and direction to all assigned clinicians.
- Guides the clinical team on the organization's initiatives, including accessibility to treatment and the importance of the continuum of care for all programs.
- Maintains at least seven clinical sessions a week with clients.
- Provide crisis intervention services as needed.
- Monitors clinical hours and ensures efficient allocation of clinical assignments at all facilities.
- Models and holds clinical staff to high ethical clinical standards.
- Models and ensures that each therapist enacts a perspective that reflects New Leaf Resources' Christian mission.

Staff Management:

- In conjunction with the Executive Director, recruits and hires new therapists.
- Responsible for training, developing, and disciplining the clinical team.
- Manages and leads 12+ therapists at three locations.
- Assists with weekly schedules in cooperation with Site Supervisors.
- Approves time sheets, conducts annual reviews for supervisors and assigned clinicians, and collaborates with clinicians to set annual performance goals.
- Attends weekly meetings to address clinical needs and concerns.
- Provides support to clinicians regarding including family and/or loved ones in treatment.
- Identifies training opportunities for the clinical team and works with the Executive and Administrative Directors to implement training.
- Provides oversight and supervision of clinical interns.

Compliance:

- Uses administrative capabilities in the electronic medical record to audit client notes and develop new forms as needed.
- When applicable, provides and documents provisions of face-to-face supervision for all clinicians whose license requires it.

- Conducts a quarterly documentation review with the Clinical Supervisors, Site Supervisors, and other clinicians to ensure quality measures are met during the clinical treatment process.
- Ensures treatment for clients complies with insurance standards of care.
- Ensures that all documentation of services provided is completed within 24 hours of services being rendered.
- Protects patients' rights by maintaining medical, personal, and financial records confidentiality.
- Adheres to established Code of Ethics, Standards of Practice, and employee handbook.

Collaboration and Communication:

- Promotes an environment that facilitates innovation, creative solutions, and empowerment.
- Collaborates with the Site Supervisors to create efficiencies and develops systems that assist in documenting the services provided at New Leaf.
- Works with the Executive Director to maintain appropriate staffing to accommodate admissions of new clients.
- Collaborates with the intake specialist on the process of acquiring new clients.
- Collaborates with the Administrative Director on performance and staffing concerns.
- Plans and coordinates activities that foster teamwork to improve team communication and increase organizational efficiencies continuously.
- As necessary, works with the Administrative Director to address staffing needs, concerns, and other employment-related concerns.
- Interact with the Clinical Committee of the Board of Directors.
- Generate quarterly reports for the Board of Directors.
- Participates in staff development and training, including Director meetings and supervision meetings.

Qualifications and Education Requirements

- Doctorate in Clinical Psychology OR Master's degree in social work, licensed counselor, or equivalent with appropriate licensure
- Must be licensed or licensed eligible in both Indiana and Illinois.
- Minimum of two years of management experience is required; five years is preferred.
- A personal relationship with Jesus Christ as their Lord and Savior.
- Currently attending an evangelical-believing church.
- Have a personal alignment with the Apostle's Creed.
- Possess a positive attitude to enhance a cooperative and energetic work environment.

Knowledge/skills/abilities

- Ability to maintain strict confidentiality on all client and business-related records, as HIPAA guidelines require.
- Good communication and decision-making ability. Skills in conflict resolution. Comfort in an authority role.
- Ability to identify learning needs and styles of employees.
- Knowledge of management techniques and disciplinary actions.
- Knowledge of administrative and clinical policies and procedures.
- Knowledge of interpersonal dynamics and counseling theories.
- Ability to work within a team setting, create an environment where all are valued, and work together cohesively.
- Demonstrates professional behavior reflective of New Leaf Resource's Mission Statement, Values, and Philosophy.

Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds.

- Must be able to perform repetitive tasks such as typing for extended periods.
- Must be able to clearly express and exchange ideas utilizing spoken words to impart oral information to employees or others accurately or quickly, engaging in sometimes lengthy conversations or presentations.
- Must be able to perceive sound by ear to interpret oral information from employees or others accurately or quickly.
- Work will be performed in an office environment.

Scope and Changes

- Works primarily in the office at the Crown Point location but will visit the other sites of Lansing and Wheatfield. (This is not a hybrid work-from-home position.)
- This job description is not intended to cover every single job requirement.
- New Leaf Resources reserves the right to change job duties at any time.

Equal Opportunity Employer

New Leaf is an equal opportunity employer. As such, it does not discriminate based on any characteristics protected by law. New Leaf Resources is committed to hiring and promoting individuals based solely on their qualifications and abilities, without discrimination based on factors like race, color, national origin, sex, age, or disability. Due to the organization's religious nature, the organization still reserves the right to prioritize candidates who share their religious beliefs as allowed by law.

ADA Disclaimer

The employee must be able to perform the position's essential functions adequately. If requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. All requests must be made to the Administrative Director in writing.