Puente de la Costa Sur
Position Description

Position title: Clinical Director: Behavioral Health and Recovery Services Program
Classification: Exempt, Full-Time (32-40 hours per week)
Reports to: Program Director

Position summary
Puente is seeking a clinical director to oversee its out-patient Behavioral Health and Recovery Services (BHRS) Program. This role includes supervision of the clinical team, implementing community programs to address trauma, increasing community knowledge and access to services, and working collaboratively with local schools and programs to provide responsive, trauma-informed services.

Essential Job Responsibilities
• Directly supervises employees including licensed clinicians, associates, interns, and trainees in the Behavioral Health and Recovery Services (BHRS) Program at Puente in accordance with the state, local and organizational policies, procedures, and laws
• Assigns caseloads and related duties and coordinates activities of staff in providing counseling services to assist clients on the South Coast
• Monitors staff schedules to ensure that appropriate staffing levels are available to facilitate care in a timely manner and that adequate coverage is in place to support team members at all times
• Trains new employees in areas such as agency policy, clinical procedures, and health records and provides ongoing direction to staff in areas such as new policies, procedures, regulations and therapeutic modalities
• Oversees and maintains a responsive crisis response and management system
• Carries a small caseload to counsel clients individually or in groups on planned, experimental and/or emergency basis
• Works with Program Managers and staff to develop, coordinate, implement, and evaluate prevention and educational activities throughout the agency as directed
• Assists agency staff members, outside BHRS team, as requested, through individual and group conferences in improving skills and in providing trauma-informed, best-practice care to clients
• Represents agency in community or in interagency activities
• Attends department meetings and other meetings as assigned
• Assist Division Director in seeking and writing grants for Behavioral Health
• Oversees administration and monitoring of grants, contracts, and programs in BHRS program
• Assist with the development, implementation, and management of BHRS budgets
• Adheres to accreditation and compliance standards/guidelines
• Maintains a professional, organized, clean working environment by following organizational policies, guidelines, and safety standards
• Assists in the development and maintenance of departmental policy, procedures, and quality improvement activities within the clinic and agency as directed

Qualifications and Skills Required
• Must have relevant licensed clinical degree (LCSW, LMFT, PsyD, PhD, LPCC, EDd)
• Proven experience as clinical director, supervisor or other managerial position
• Solid understanding of budgeting, resourcing, and performance evaluation procedures
• Excellent knowledge of standards and regulations for the clinical field
• Proficient in MS Office and computer systems (e.g. patient management software)
• Excellent people skills
• Exceptional organizational and leadership skills
• Aptitude in resolving issues and conflicts
• Excellent communication skills, both verbal and written
• Commitment to Puente’s vision of supporting a healthy, inclusive, and sustainable South Coast community
• Demonstrated cultural sensitivity and commitment to advocacy and equity including ability to work with a team and clients from diverse backgrounds
• Ability to work well with people in various community, institutional, and governmental organizations
• Availability to work evenings and weekends, as needed
• Team-oriented and able to maintain professional and collegial relationships
• Ability to work on several projects simultaneously and report on progress and timeline
• Adapt easily to new protocols and changing environments
• Knowledge of the South Coast or experience working in a rural community, preferred
• Spanish fluency, both orally and written preferred, not required

To Apply
Puente offers a competitive salary and benefits package. Please e-mail cover letter, resume, and three references to Lisa Mateja, Human Resources and Administration Specialist at lmateja@mypuente.org.

About Puente
Since 1998, Puente de la Costa Sur (Puente) has worked to build a healthy, sustainable, and inclusive South Coast Community. Its mission is to provide vital services for men, women, children, and families living in the rural San Mateo South Coast communities of Pescadero, La Honda, Loma Mar, and San Gregorio, primarily farmworkers and their families. Puente provides a single point of entry for men, women, and children to safety net services, health and wellness services, leadership development, and opportunities for community engagement and action. For more information, visit us at www.mypuente.org.

This job description is not intended to be all-inclusive. Duties and/or responsibilities may be added or deleted, as management requires to meet the ongoing needs of the organization.