



## JOB POSTING

### **Position title: Program Director (Clinical Services), Connecting Forward**

The Program Director will provide direct supervision and leadership to the clinical supervisors in Connecting Forward. The Program Director will provide leadership around clinical issues involving but not limited to: mental health assessments, alcohol and substance use disorders, behavioral and health issues, and domestic violence. The Program Director will meet regularly with clinical supervisors, will staff cases with supervisors and will conduct chart reviews and database reviews. The Program Director will aggregate data related to client services and ensure that quality clinical services are met at all times. The Program Director will work closely with the Program Director of Administration and with the Senior Director. The Program Director will serve on the agency's Program Leadership Team. The Program Director of Clinical Services will work with the agency's Clinical Director to ensure quality and appropriate service.

### **Duties and Responsibilities**

- Provide individual and group supervision of clinical supervisors.
- Complete HR functions of role: participate in the recruitment and interviewing process; make recommendations regarding hiring, discipline, and termination. Conduct and administer corrective action processes when appropriate.
- Complete employee performance reviews; provide employee with coaching and support. Orient every new program employee to agency, position, and program according to agency policy and document appropriately.
- Stay abreast of contents of employee handbook to assure employee adherence to the manual or to provide guidance as necessary to staff as it relates to topics covered in the manual.
- Stay abreast of TANF, DHS, and Connecting Forward program updates and provide staff with adequate training, messaging, and tools to adapt to changes as needed.
- Model, promote, and ensure agency atmosphere and service delivery are culturally and linguistically competent and sensitive. Conduct quality assurance checks on programs on a regular basis.
- Identify, communicate, and generate solution ideas regarding possible risks related to the interests of employees, clients, and other stakeholders.
- Ensure clinical services are delivered in accordance with sanctioned agency practices, ethics, and agency strength-based systems service philosophy.
- Ensure program compliance with agency policy and procedures, and through client satisfaction process.
- Work with the IT Team to ensure the database is working appropriately to meet the needs of the program.
- Regularly monitor program performance and play an integral role in the program PQI and assessment processes: complete documents as required.
- Ensure program outcomes are met; ensure accuracy in all program reports generated.
- Regular attendance during office hours and reliable transportation required.

**Requirements:** This position requires a Master's Degree in Social Work, Psychology, Counseling or related field and at least two years of counseling experience and 1-2 years of supervising (staff and/or interns). Licensed or License eligible preferred.

**Salary: \$65,000**

**Submit resume to [hrdept@fcsnashville.org](mailto:hrdept@fcsnashville.org)**

EOE M/F/D/V