

**YOUTH DYNAMICS, INC.**  
**JOB DESCRIPTION**

<b>Job Title:</b> Clinical Director	<b>FLSA Status:</b> Exempt
<b>Supervisor:</b> Executive Director	
<p><b>General Information:</b> The Clinical Director oversees all clinical operations and development of Youth Dynamics, Inc. The Clinical Director supervises the Regional Directors / Program Coordinators as well as the Employee Orientation and Training Program and is responsible for the Performance Improvement Program and reports to the Executive Director. Frequent travel is required.</p>	
<b>Minimum Qualifications</b>	Ph.D. preferred, Masters degree required from an approved accredited University/College with a training focus on social work, psychology, human services, program development, management, personnel or similar programs compatible with Youth Dynamics, Inc. programs. Must have at least three to five (3-5) years of prior experience as supervisor/administrator in a social service agency as well as at least three to five (3-5) years clinical experience with troubled/disturbed clients. Montana licensure as a LCPC, LCSW, or MSW is also required.
<b>Required Knowledge, Skills And Abilities</b>	<ul style="list-style-type: none"> <li>• Thorough knowledge of the organization, policies and procedures, structure and operations.</li> <li>• Ability to communicate well with others both orally and in writing, using both technical and non-technical language.</li> <li>• Ability to establish and maintain effective working relationships.</li> <li>• Ability to prepare accurate and reliable reports.</li> <li>• Ability to operate a personal computer using standard word processing, spreadsheet and database applications appropriate to assigned duties.</li> <li>• Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.</li> <li>• Ability to perform a wide variety of tasks with accuracy and speed under the pressure of time sensitive deadlines.</li> <li>• Ability to be flexible and adapt to organizational changes and needs.</li> <li>• Ability to work independently.</li> <li>• Ability to collaborate and to work as part of a team.</li> <li>• Ability to lead group/team processes.</li> <li>• Ability to travel.</li> <li>• Possession of a valid drivers license and minimal insurance required by law.</li> <li>• MANDT training (provided by YDI).</li> </ul>
<b>Essential Physical Abilities</b>	<ul style="list-style-type: none"> <li>• Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with others both in person and over the telephone.</li> <li>• Sufficient vision, with or without reasonable accommodation, which permits the employee to review a wide variety of written materials, in both hardcopy and electronic form.</li> <li>• Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and transport files.</li> <li>• Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to travel and to access work sites, carry supplies, files, equipment and food up to 30 pounds.</li> </ul>
<b>Principal responsibilities</b>	<p><u>Organization/Operations Management</u></p> <ul style="list-style-type: none"> <li>• Available to the Executive Director and other administrative staff for consultation on clinical matters.</li> <li>• Responsible for development and implementation of the Clinical Department Budget.</li> <li>• Participate with the Administrative Team in the development and implementation of Youth Dynamics, Inc. strategic planning and goals.</li> <li>• Responsible to assure any necessary clinical procedures for licensing and accreditation are complete.</li> <li>• Responsible for all clinical and operational functions of all Youth Dynamics, Inc. treatment programs.</li> <li>• Responsible for assuring the provision of clinical supervision of staff.</li> <li>• Assure consistency with the implementation of YDI clinical policies and procedures.</li> <li>• Responsible for communicating information pertaining to clinical/operational standards and procedures for agency programs/services.</li> <li>• Responsible for assigned Program Development.</li> <li>• Other duties as assigned by Supervisor.</li> </ul>

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	<p><u>Staff and Treatment Foster Parent Training</u></p> <ul style="list-style-type: none"><li>• Assure the provision of regular clinical supervision for each appropriate staff person. This supervision will cover all clinical responsibilities relating to youth, treatment families, and biological families.</li><li>• Assist Regional Directors / Program Coordinators, Staff Development Coordinator in completing the Employee Performance Appraisal Process.</li><li>• Evaluate Performance Improvement data to develop curriculum to address the clinical training needs of staff and treatment families.</li><li>• Assure the development and implementation of a Competency Based Training Program to meet the identified needs of all staff.</li></ul> <p><u>Clinical Management</u></p> <ul style="list-style-type: none"><li>• Designated Program Supervisor for Youth Case Management Program.</li><li>• Advise Administrative and Clinical Staff regarding treatment planning and clinical interventions as needed.</li><li>• Assure appropriate implementation and oversight of the internal utilization review process.</li><li>• Assure appropriate implementation of all clinical procedures including Crisis Intervention. Consult with staff when necessary.</li><li>• Serves on clinical standards committees, as needed and communicates results to Program Coordinators and Executive Director.</li></ul> <p><u>Performance Improvement</u></p> <ul style="list-style-type: none"><li>• Responsible for Coordination of Performance Improvement program.</li><li>• Coordinates routine clinical chart audits and initiates required corrective actions.</li><li>• Responsible for clinical aspects of agency licensing and accreditation.</li></ul> <p><u>Organizational Responsibilities</u></p> <ul style="list-style-type: none"><li>• Responsible for safely operating personal/lease vehicles during the transport of clients, travel to other Regions, and any business related travel as assigned by your Supervisor.</li><li>• Maintain awareness of work environment and perform duties in a safe and responsible manner.</li><li>• Maintain tact, diplomacy and professionalism at all times.</li><li>• Complete required paperwork in an accurate and timely manner.</li><li>• Participate as a positive member of the Youth Dynamics, Inc. organization.</li><li>• Act as a positive representative of Youth Dynamics, Inc. to the public.</li><li>• Participate in public relations and marketing efforts approximately 5% of you work time.</li><li>• Participate in regular supervision with your Supervisor.</li><li>• Participate in staffings and relevant in-service training as needed or required.</li><li>• Attend all meetings as are necessary to fulfill job responsibilities.</li><li>• Develop a plan for personal and professional growth, as needed.</li><li>• Carry out other responsibilities as assigned by your Supervisor to further the mission of Youth Dynamics, Inc.</li></ul>
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I acknowledge receipt of this job description:

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Employee

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Date