

**Western Montana Mental Health Center**  
**410 Windward Way**  
**Kalispell, MT 59901**  
**Phone: (405) 752-6100**  
**Fax: (406) 257-1353**

**Position:** Clinical Director

**Close Date:** Open until filled

**Hours:** Full-time

**Job Summary:** The Clinical Director is responsible for providing clinical services approximately 10-15% of the time and 85-90% of the time is spent conducting administrative and leadership duties. The Clinical Director is responsible for directly supervising and overseeing clinical therapists, interns and volunteers. Additionally, with guidance from the Service Line Director, the Clinical Director is responsible for overall clinical programming and clinical supervision for the Kalispell location.

**Duties & Responsibilities:**

- Assist in the development of annual program budget including projection of revenue and expenditures. Review monthly cost center financial reports and make recommendations to the Service Line Director as appropriate.
- Provide clinical leadership for all staff and programs.
- Facilitate and structure meaningful engagement to include review, monitoring, establishment and participation in treatment team discussions, decisions, and meetings.
- Assist with introduction and implementation of WMMHC initiatives and involve and engage the client, staff, and community through a recovery orientated and mutually beneficial process.
- Address all client concerns and grievances in a professional manner with focus on problem solving and shared decision making.
- Continue program development and modification incorporating Evidence Based Treatment, Outcome, and Feedback Measures, including Partners for Change Outcome Management System (PCOMS), Behavioral Health Integration, and Recovery Principles and Philosophy.
- Develop, implement and evaluate service plans within the multi-disciplinary team setting; to embrace evidence based and recovery practices, person centered, and outcome driven approaches including integration of PCOMS into daily work and supervision.
- Conduct quality assurance reviews of medical records to include monthly review of documentation with follow up and recommendations to treatment team and Service Line Director about process, procedures, and patterns. Review and sign documentation, assessments, and treatment plans for in-training staff.
- Ensure program compliance with state licensing and Administrative Rules.
- Assist with professional standards reviews, incident reporting, and debriefings as assigned by Service Line Director.
- In conjunction with the Service Line Director - recruit, hire, orient and train program managers, RN's and other clinical staff.
- Provide on-going personnel management for the team including discipline and evaluation.
- Carry a case load as assigned in accordance with the WMMHC practices and meet assigned productivity standards regarding billable units (approximately 10-15%, will include scheduled, walk-in, and crisis coverage for outpatient).

## **QUALIFICATIONS**

### **Knowledge:**

- Comprehensive knowledge of mental illness, dynamics of human behavior and social relationships, theory and intervention techniques, theoretical models of change, and best clinical practices.
- Budgeting, organizational programming, and supervisory techniques and practices.
- Administrative rules relevant to substance use disorders, mental health (children and adults), confidentiality and ethical performance standards and their application.

### **Abilities:** –

- Ability to effectively receive and provide direction, training, and clinical supervision to a group of staff representing various educational backgrounds to provide positive leadership and role modeling.
- Professional judgment in evaluating situations and making decisions.
- Prioritize and respond appropriately to simultaneous demands and work effectively under stressful conditions.
- Effectively manage time and schedule.
- Establish and maintain effective working relationships and function independently and in a team setting.
- Communicate information orally and in writing.
- Maintain accurate and timely documentation utilizing Electronic Medical Records.

### **Education and Experience:**

- Must have a Master's Degree in Social Work or a related human services field.
- LCPC or LCSW licensure required.
- Certification as a Mental Health Professional Person or ability to obtain within six months of hire.
- Must have training to provide supervision to personnel seeking licensure.
- Minimum of three years of experience working with people who have severe and disabling mental illness (SDMI) and at least one years' experience in administrative supervision.
- Valid Montana Driver's License with an acceptable driving record.