

POSITION TITLE: **Assistant Clinical Director**
FULL TIME / EXEMPT
REPORTS TO: **CLINICAL DIRECTOR**

Role Overview

The Maple Counseling Center (TMCC) seeks an Assistant Clinical Director to join our professional team. TMCC is a non-profit 501(c)3 whose mission is to provide low-cost mental health services to individuals of all ages, couples, and families throughout Los Angeles County, and to provide clinical training for graduate and postgraduate students working towards licensure in the mental health field. Therapy services are provided by Trainees and Associates in the TMCC clinic, and remotely via telehealth. In addition to therapeutic services, TMCC's Community Circle is a renowned volunteer program of paraprofessional adults leading groups with children in local classrooms.

The Assistant Clinical Director will coordinate and oversee numerous aspects of the internship training experience for TMCC's Trainees and Associates. TMCC aspires to be the premier training site in Los Angeles for pre-licensed mental health clinicians. The Assistant Clinical Director plays an integral role, working closely with the Clinical Director to plan a robust curriculum of clinical training topics and recruit presenters. The Assistant Clinical Director also recruits and assigns volunteer off-site supervisors, ensures efficient assignment of clients to services, manages intern recruitment, conducts quality assurance reviews, and promotes an excellent practicum experience for interns.

This position is an excellent opportunity to obtain broad experience in the administration of a community mental health agency and training center. As we prepare to celebrate our 50th Anniversary (2022) of dedicated service, it is an exciting time to join The Maple Counseling Center. In late 2021, we move to our brand-new facility in mid-city Los Angeles.

Clinical Training

- In collaboration with the Clinical Director, develop year-long curriculum of weekly clinical trainings
- Identify and recruit speakers to present trainings on varied clinical topics
- Facilitate introduction of guest speakers and logistical support for training (i.e. materials, Zoom, audio-visual)
- Establish systematic training evaluation to inform future training plans
- Manage training budget
- Implement CEUs for TMCC

Volunteer Off-site Clinical Supervisors

- Recruit and foster relationships with volunteer off-site Clinical Supervisors
- Ensure each intern is assigned to an off-site supervisor
- Facilitate evaluations annually by supervisors and interns

Client Assignments

- Monitor intern availability, caseloads and capacity
- Ongoing evaluation of agency capacity for new clients and potential wait time for assignment
- Assign clients to interns, and monitor assigned cases until first therapy session is held
- Facilitate transfer cases; review transfer procedures for increased efficiency
- Review client requests for re-admission and determine need for new intake

Quality Assurance

- Audit clinical records and identify deficiencies
- Manage requests for clinical records
- Provide training to interns on documentation
- Monitor intern performance (i.e. caseload, documentation submission, session consistency, training attendance); provide reports and feedback to Clinical Director and Clinical Supervisors
- Manage agency use of outcome measure (OQ)

Intern Recruitment

- Oversight of intern application and interview processes
- Preparation of recruitment materials
- Outreach to graduate schools; recruitment fairs and open house
- Participate in interview and selection of incoming interns

Community Circle

- Evaluate the needs of the Volunteer based Community Circle Program
- Identify training and support needs for Volunteers
- Collaborate with the Child and Family Program to enhance Community Circle's classroom services

Dependent upon candidate qualifications, this position *may* include clinical supervision of pre-licensed interns.

- Conduct weekly group supervision with up to eight interns treating adults and couples
- Guide interns in clinical interventions consistent with psychodynamic theory
- Facilitate group discussion and case presentations
- Monitor cases for risk/reporting/legal issues. Respond to clinical emergencies and guide interns through challenging client issues.
- Review/approve clinical documentation (signing off on intern progress notes, treatment plans, etc.)
- Sign off on hours of experience toward licensure

Skills & Experience Required for Assistant Clinical Director

- Active clinical license in California: Psychologist, LCSW or LMFT
- Experience using and running reports with an Electronic Health Record
- Experience in a community mental health setting
- Excellent oral and written communication skills
- An interpersonal style that will encourage and support volunteers (both professional and paraprofessional) and pre-licensed interns
- Ability to problem solve and think critically
- Preferred: Psychodynamic clinical orientation
- Preferred: Qualified to supervise Trainees and Associates in California per BBS requirements

Employment Type

Full-time, exempt.

Starting Salary Range - \$70,000 – \$75,000

Benefits include health, dental, vision, paid time off, 403(b).

HOW TO APPLY:

Submit your resume and cover letter to: jobs@tmcc.org

In the subject line enter **“Assistant Clinical Director”**