

**Job Title:** Senior Director of Clinical Services

**Reports To:** Chief Clinical Officer

**About CLARE | MATRIX:**

CLARE | MATRIX is a nonprofit organization providing effective and compassionate treatment, recovery, and prevention services for alcoholism and substance abuse to individuals, families, and the community.

Since 1970, CLARE | MATRIX has provided quality substance abuse and mental health treatment to men, women, and children in southern California.

Through programs run by a compassionate, committed, results-oriented team of counselors, therapists, and administrators, CLARE | MATRIX continues to build its reputation as a leader in Evidence-Based Treatment practices and continues to break new ground in the areas of positive outcomes, outreach, research, and community involvement.

Headquartered in Santa Monica, CA, CLARE | MATRIX maintains 18 facilities in the Southern California region; providing services to participants in a manner consistent with its Core Values: Compassion, Teamwork, Integrity, Empowerment and Adaptability.

**Summary: This is an exciting opportunity for a clinician who enjoys leading a team toward a goal and digging in to help them achieve that goal!** The Director of Clinical Services will be responsible for overseeing clinical services and operations for Residential Treatment Facilities, Outpatient Facilities and Admissions department. The Director of Clinical Services will monitor quality of services provided and ensure compliance with CARF standards and state requirements. He/She is also responsible for execution of new programs, particularly with regard to systems development, program design, and staffing.

**Major Areas of Responsibility:**

- Overall direction of clinical services, including developing and overseeing the execution and implementation of new programs.
- Expand Clinical Services by integrating mental health services, and ancillary services into alcohol and drug services.
- Maintaining knowledge of current research trends on clinical approaches to treatment of mental health, substance use, and co-occurring disorders.
- Identifying, obtaining training/certification in, and providing training on evidence-based practices.
- Supervise the Director of Residential, Director of Outpatient, and Director of Admissions within the organization.
- Analysis of data collection and using that data to drive clinical and program design decisions.

**Primary Objectives:**

- Provide direction and support for Clinical Leaders to ensure clinical development, quality improvement, and maximize quality of care to all clients in programs being supervised.

- Implement clinical procedures and identify areas of quality improvement to ensure compliance with regulations, standards, and ethics providing administrative support and clinical feedback to the CCO and Board of Directors.

**Specific Responsibilities:**

- Ensures clinical development, quality improvement, and highest standards of care.
- Provide direction and guidance to expand clinical services by effectively integrating mental health and ancillary services to all programs.
- Coordinate and collaborate with Senior Clinical Leaders in respect to clinical planning, service delivery, and cross-division issues.
- Leads weekly clinical meetings and attends treatment team meetings as needed.
- Implement clinical procedures and identify areas of quality improvement to ensure compliance with regulations, standards, and ethics.
- Oversee the development, training, implementation and monitoring of clinical policies procedures, and program measures to ensure the delivery of high quality services in compliance with agency and contract requirements and standards; promote and utilize evidence-based practices.

**Other:**

- Assist the Chief Clinical Officer as needed.
- Participate in the hiring and management of human capital providing services to the clients served.
- Support business development and outreach through public speaking, presentations, and meetings with prospective donors.
- Provide 24-hour on-call assistance to staff on a rotation basis with Clinical Supervisors, as indicated in emergency protocols.
- Perform other duties as assigned within the scope of the position and program description, as well as those reflective of experience, education, and ability.

**Medical History:**

All employees whose functions require or necessitate contact with client or food preparation shall complete a health screening report or a health questionnaire. Health screening report or health questionnaire will be provided upon hire. For all residential employees a health screening report be completed and signed off by a medical practitioner signature for clearance. All outpatient employees will complete at minimum a self-report screening questionnaire.

TB test are to be conducted under licensed medical supervision not more than 60 calendar days prior to or 7 calendar days after employment and renewed annually from the date of the last tuberculosis test. Staff with a known record of tuberculosis or record of positive testing shall not be required to obtain a tuberculosis skin test. Unless there is documentation that the staff completed at least 6 months of preventive therapy, the staff shall be required to obtain, within 45 calendar days of employment, a chest x-ray result and a physician's statement that he/she does not have communicable tuberculosis and has been under regular care and monitoring for tuberculosis. A chest x-ray within the prior 6 months is acceptable. The physician's statement shall be renewed annually.

**Physical Demands:**

While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

**Work Environment:**

This job will be primarily located at the offices in Santa Monica, CA. While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and general nature and level of work performed by job holders within this job. But, this job is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

By my signature I acknowledge that I have received and reviewed a copy of this job description:

\_\_\_\_\_  
Printed Name and Signature

\_\_\_\_\_  
Date

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[www.clarefoundation.org](http://www.clarefoundation.org)