

JOB DESCRIPTION

Position: Clinical Manager - Adult Programs
Status: Contract; Part Time (20-30 hours per week)
Reports To: Executive Director

POSITION SUMMARY

Member of OUR HOUSE Grief Support Center Orange County's clinical leadership team, with diverse job responsibilities that include: manage, supervise, and empower the assigned clinical staff. In partnership with the Executive Director, provide guidance for the creative strategic planning for the agency's program expansion. Oversee process improvements for clinical services, conduct groups and individual pre-group appointments, train & supervise volunteers, present educational workshops for medical & mental health professionals, and lead data management. Serve on the Clinical Team for Camp Erin Orange County.

QUALIFICATIONS

Clinical licensure, e.g., LCSW or LMFT, with experience working within a healthcare or clinical setting, minimum 5-7 years counseling, including group support and management experience, strong public speaking and writing skills. Expertise in grief, loss and trauma. Experience in education and training community and professionals. Experience working in a collaborative team environment. Bilingual Spanish beneficial.

JOB DESCRIPTION & SPECIFIC DUTIES

Under the direction of the Executive Director, responsibilities include but not limited to:

Leadership, Management, and Supervisory Responsibilities

- Supervise assigned members of the clinical team and provide leadership, mentorship, expectations, and support; provide ongoing training, empowerment, and coaching.
- Attend, conduct and lead team meetings in various configurations to ensure alignment with strategic direction of the agency, cross functional communication, clarity, and consistency among the team members; some of these meetings include:
 - Attend weekly 1:1 meeting with the Executive Director.
 - Attend regular team and collaboration meetings.

Strategic Expansion Planning

- In partnership with the Executive Director, execute the FY2019 Strategic Expansion plan and guide the agency's growth and sustainment.
- Collect weekly data, and prepare clinical figures for a monthly report to the Executive Director and assess comparative results.
- Determine strategic growth and program impact; assess measurable performance priorities.

Adult Support Groups

- Attend required meetings and/or trainings as directed.
- Develop and incorporate new group curriculum.
- Conduct grief support groups for adults.
- Conduct in-person pre-group intake assessments weekly.
- Oversee assessment and process improvements for groups.
 - Assessment includes numeric benchmarks, length & type of groups, attendances, attrition, and more; including developing new groups/programs as needed.
 - Develop new activities for use in groups.

- Maintain records in compliance with regulations.
- Timely communication to group members and callers.
 - Respond to telephone/email concerns from group members.
 - Make referrals to individual therapy/other types of support as appropriate.
- Work in collaboration with Executive Director to determine overall group coordination, for starting, ending, and scheduling groups.
- Solicit, document and report to Executive Director, feedback from facilitators and participants to measure group quality.
- Provide Crisis Intervention and complete DCSF reports as needed.
- Maintain handouts and other information for group members.
- Teach volunteer facilitators various non-verbal and verbal interventions including the use of art and rituals.
- Collaborate with the Clinical Team to exchange ideas and brainstorm program efficiency & quality.

Volunteer Group Facilitators

- Recruit, interview, and train volunteer group facilitators.
- Conduct ongoing supervision of group facilitators; and provide individual consultation as needed.
- Continually assess format, efficiency, and goals of group facilitator supervision to sustain volunteer group facilitators and ensure successful groups.
- Teach volunteer facilitators various non-verbal and verbal interventions including the use of art and rituals.

Camp Erin Orange County

- Serve in the role of Camp Clinical Director for Camp Erin Orange County working in collaboration with the Camp Director with the following:
 - Training volunteers in bereavement issues
 - Group facilitation and campers bonding tools, such as icebreakers and game.
 - At camp provide clinical and emotional support to campers and volunteers and bring concerns to the Camp Clinical Director or Camp Director.
 - Regular check in with Cabin Big Buddies.
 - May assist with camp assessments

Marketing, Outreach/Networking in the Community

- Continue to establish OUR HOUSE Orange County as a leader in the field by establishing and enhancing professional connections within the community.
- Initiate and respond to outreach calls to therapists, agencies, and schools.
- Collaborate on developing and updating marketing materials and posts, including website, brochures, handouts, articles, social media posts, and reading lists, targeted at grievers, donors, and referring sources.
- Respond to inquiries and give interviews to broadcast, print, and social media sources.

Education

- Provide grief consultation and education to therapists, educators, clergy, and medical professionals in the community.

Professional Development

- Remain current with latest theories and bereavement research; maintain a working knowledge of significant developments and trends in the field of grief support.