



Job Description

Clinical Director of Family Growth and Development

TITLE: Clinical Director of Family Growth and Development

DEPARTMENT/PROGRAM: Family Growth and Development

REPORTS TO: Director of Operations

TYPE: Full-time salaried position

SUMMARY:

The Clinical Director of Family Growth and Development, under the direction of the Director of Operations and President/CEO is responsible for the overall supervision and management of Wrap Around Unit program and staff. The Clinical Director of Family Growth and Development is also responsible for ensuring that all clients are being provided with quality services and that the staff are achieving the programs' mutually defined goals and objectives.

TASKS AND RESPONSIBILITIES:

- Assure that most work will take place in the family's home and community.
- Maintain flexible work schedules for staff consistent with the practice model and program design.
- Assess the client's goals and changing needs on regular basis, while modeling changes and/or eliminations as needed.
- Assure that the services being offered are of high quality and are in accordance with the goals and objectives of the agency and the funding source(s).
- Assure that program statistics and reports are completed thoroughly and in a timely manner.
- Recruit, hire, mentor, and evaluate program staff (i.e., therapists, interns, volunteers, etc.).
- Supervision - Schedule monthly consults with program coordinator to submit client paperwork, review case files, and conduct file reviews.
- Attend mandatory trainings at Assured Family Services (AFS) (formerly known as the Juvenile Assessment Center).
- Research additional funding sources and seek to develop additional programs that will enhance that Family Growth and Development model.
- Research and write proposals for funding resources that will enhance and/or add to the agency model, goals, and objectives.

- Develop and maintain accurate written reports and meet required program deadlines.
- Keep the President & CEO and/or his/her designee abreast of programs, services, and/or staff needs for training and development.
- Provide counseling services and schedule/conduct one-on-one weekly counseling sessions.
- Maintain current treatment plans that address the therapeutic needs of the client.
- Develop 90-day court reports to demonstrate to the courts the progress of the client.
- Reporting - Enter weekly case notes on to the JAIS system, enter progress notes weekly, within 48 hours of service, submit weekly client service hours and keep accurate electronic/paper files.
- Audits/Compliance – Prepare for audits and ensure audit compliance.
- Plan, organize, and lead community events such as, Feeding the Homeless and Community Resource Day events.
- Lead community outreach initiatives such as, FWS community clothing closet and weekly food distribution program.
- Other duties as assigned by the President & CEO, Director of Operations, or designee.

QUALIFICATIONS:

Must have a MSW and at least 3 years of experience working with youth and their families in community-based settings; Must have excellent written and verbal skills; Familiar with the city of Detroit.

Equal Opportunity Employer