

Samaritan Counseling Centers of the Mid-South

**CLINICAL LEAD THERAPIST POSITION DESCRIPTION**

**POSITION TITLE:** Clinical Lead Therapist

**REPORTS TO:** Executive Director

**BACKGROUND:**

Since 1981, the Samaritan Counseling Centers of the Mid-South, a non-profit organization, has been committed to providing professional counseling services and educational programs to all in our community who are in need without regard to their financial situation. Our philosophy is that the client's lack of ability to pay does not preclude service. We are guided by our mission statement:

“To offer hope and healing through high quality, affordable, accessible and professional counseling, while respecting the personal and spiritual values of individuals.”

**GENERAL JOB DESCRIPTION:**

The Clinical Lead is appointed by the Board President and Executive Director to lead and manage clinical services. These include counseling, consultation, managing client inquiries, clinical staffing, case conferences, record-keeping, and staff supervision. The Clinical Lead is a member of the management team of the Center. The Lead is integral in the recruitment and the development of the clinical staff.

In addition to management responsibilities, the Clinical Lead will work as a therapist within the function and policies of the Samaritan Counseling Centers. The Lead's schedule can be flexible and therapy sessions may be a mix of in-person and virtual. Compensation will be a blend of client fees and a set monthly stipend paid for Lead responsibilities, along with a monthly Wellness Stipend.

**MAJOR RESPONSIBILITIES:**

- Manages incoming client inquiries via phone and e-mails;
- Collaborates with SCC staff therapists to assign new clients;
- Recruits, interviews, and recommends new staff therapists as needed;
- Provides clinical leadership, supervision, administration, and conducts regular staff meetings;
- Assures clinical staff meet SCC, state and discipline ethical guidelines and requirements;
- Maintains and monitors quality assurance and utilization review;
- Participates on the Center management team;
- Collaborates with the Executive Director to develop clinical referral sources;
- Works effectively with all referral sources and community partners, including religious leaders, congregations, and other community sponsors;

- Oversees the proper utilization of the SimplePractice electronic medical record system by all staff therapists and provides data required for grants and other fundraising purposes in keeping with SCC's policies and procedures;
- Conducts annual review of SCC's Clinical Policies and Procedures Manual to ensure it is kept up to date and in line with all legal and regulatory requirements;
- Provides professional counseling services in line with SCC's mission (in-person and/or telehealth);
- Maintains a minimum agreed upon clinical hours;
- Represents the standards and practices of their professional licensing board(s);
- Works with the administrative staff, staff therapists, and biller to ensure fees are collected within the fee policy set forth in the Clinical Policies and Procedures Manual;
- Works with the Executive Director and Board of Directors to ensure professional service delivery and SCC's sustainability are in alignment;
- Manages requests for client information from legal, medical, insurance/reviewing agency and/or State and assures valid Release of Information is on file. Identifies client's therapist and forwards request to appropriate therapist;
- Manages the clinical services budget in cooperation with the Executive Director;
- With the Executive Director identifies/addresses any physical building/site needs of therapists and refers to appropriate site representatives;
- Manages SCC Group Credentialing/Re-Credentialing with Insurance/Managed care entities;
- Assists in the preparation of various community support grants;
- Contributes content for SCC publications (i.e. website, newsletters, donor letters);
- Performs administrative and development tasks as assigned.

### **EXPERIENCE AND QUALIFICATIONS:**

1. Graduation from an accredited college or university with a master's or doctorate degree in counseling, psychology, social work, marital and family therapy, or equivalent, with an active and unrestricted professional Tennessee licensure in this field.
2. Minimum of five years' experience as a licensed clinical therapist.
3. Designated at either the Health Service Provider or Mental Health Service Provider level.
4. Ability to meet the requirements for the position of counselor or staff therapist at an advanced level.
5. Sufficient knowledge and skill in the clinical field to lead others and to guide the Center's clinical program.
6. Mastery of a coherent theory and practice of therapy and familiarity with other schools of theory and practice used in the Center.
7. Experience supervising the clinical work of others.
8. Ability to work effectively as a peer with seasoned professionals from other disciplines.
9. Ability to organize and coordinate staff resources for EAP and insurance/managed care contracts and to do the quality assurance and utilization review work necessary for meeting the requirements.
10. Experience building collaborative teams and a positive, inclusive work culture.