

Clinical Director

**I. Overview of Tasks and Responsibilities**

Primarily responsible for the day-to-day programming operations of the agency, supervising the direct staff, and assisting the Executive Director with Continuous Quality Improvement Management.

**II. Professional competency areas:**

**Supervision**

1. Supervises, on an ongoing basis, the case managers/counselors of Stark County TASC's programming. Such supervision shall occur weekly on a formal basis and as needed throughout the week. Supervision will focus on implementing TASC Critical Elements and the agency's CQI policies and procedures into assessment, case management, and counseling, and documentation of the formal supervision shall be demonstrated using the staffing note format.
2. Ensures clients receive quality service and care by developing, implementing, coordinating, and monitoring programming.
3. Reviews and authorizes closings and discharges of clinical files.
4. Evaluates and disciplines supervised employees in consultation with the Executive Director.
5. Reviews charts to diagnose disorders as needed.

**Administrative Responsibilities**

1. Assist in the development and implementation of the agency's Continuous Quality Improvement Plan which includes but is not limited to: assisting the

staff in understanding Quality Assurance and the importance of appropriate record keeping; developing Quality Assurance indicators in consultation with the Executive Director.

2. Assists the Executive Director in the development of new programming.
3. Evaluate the effectiveness of programming on an ongoing basis and participate in the strategic planning process of Stark County TASC.
4. Assists in developing the agency's overall Policy and Procedure Manual in conjunction with the Executive Director and Director of Business Operations.
5. Interviews prospective direct service employees of Stark County TASC in consultation with the Executive Director.

### **Direct Service Responsibilities**

- 1 Provides assessment interviews and reports for persons integrating the agency's CQI policies and procedures, developing assessment summaries and treatment plans.
- 2 Participates in the overall person's orientation to the agency, including, including agency philosophy, hours of operation, client's rights, grievance procedure, and confidentiality of records, rules, and regulations.
- 3 Documents person's progress and compliance with treatment plan objectives utilizing daily or as needed progress notes in client's record.
- 4 Provides authorized and appropriate linkage/information to referral sources, employers, family members and other treatment providers in order to inform, consult, refer, and engage in the admission, services, and discharge processes.

### **III. Interpersonal Competencies**

1. Seeks out resources and direction when necessary.
2. Represents TASC to the community, including other agencies and funding authorities, in a professional manner.
3. Supports the agency's mission of service to those impacted by substance use and mental health disorders.
4. Promptly reports and responds to any critical situation.
5. Provides positive support by proactive response to perceived needs of the agency.
6. Practices within legal and ethical guidelines established by Stark County TASC, Ohio MHAS, and the Licensure Board.
7. Maintains current, relevant certification/licensure and provides Stark County TASC with verification of such.

### **IV. Global Competencies**

1. Demonstrates knowledge of basic infection control procedures, as evidenced in pre-post-tests

2. Demonstrates competency in responding during agency emergency drills, as evidenced in the written reports of actual drills or emergencies.
  
3. Demonstrates understanding of agency disaster protocols.

**Minimum Qualifications:**

Master's Degree in related field of Counseling, Human Services, or Social Work with a LPCC-S or LISW-S within the State of Ohio. Three years' experience with supervision of staff within the related field is preferred. Demonstrates effective communication skills in individual or group settings. No history of conviction for crimes against minors or convictions of any sexual crime. No crimes of violence within the last five years. Knowledge of client-counselor ethical boundaries as delineated by the State Licensure Board and no history of ethical infractions per reference check. Knowledge of requirements regarding Federal confidentiality laws and HIPPA.

**Melissa Laskovski**

**Director of Business Operations**

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