

Title:	Lead Clinician	Ministry or Department:	NFCC
Job Status:	Full-time	Supervisor:	Clinical Director
Job Group:	Unknown	Scheduled Weekly Hours:	35-37.5 (30 clinical, 5 admin)
FLSA Status:	Non-Exempt	Clergy Position:	No

Mission of the Position

The mission of the Lead Clinician is to support Clinical Director by performing clinical team management, consultations, community education and policy review. The Lead Clinician will be in a leadership role, so it is vital that the Lead Clinician have a demonstrated history of supporting a collaborative and positive staff culture, modeling healthy communication and conflict management, and having a positive working relationship with clinical and administrative teams.

Essential Duties

1. Meet with Clinical Director regularly to review tasks and clinical team updates
2. Perform all individual, monthly consultation for all clinical team members
3. Assist Clinical Director in completing annual performance reviews for all clinical staff
4. Work on clinical policy updates and HIPAA audits as needed with the Clinical Director
5. Creates agenda for Clinical Consult Meetings in collaboration with Clinical Director (including an element of clinical enrichment for beginning of each meeting)
6. Available to support certain elements of the Clinical Director's role when Clinical Director is unavailable (i.e. sit in on donor tours, lead consult meetings, take crisis calls from staff and practicum students)
7. Provide 4-6 community presentations and trainings per year
8. Support elements of the practicum program, as needed by Clinical Director
9. Thorough knowledge and practice of applicable ethics codes, HIPAA procedures, and best-practices for client care—including but not limited to limits of confidentiality, reporting, boundaries and appropriate therapeutic interventions
10. Ability to provide client-centered, high quality, appropriate and spiritually and culturally sensitive therapeutic services
11. Maintain and complete all client progress notes and related paperwork in a timely manner (30 days from date of session)
12. Attend a variety of meetings, trainings, and seminars that may include staff and departmental meetings, clinical case meetings and trainings
13. Coordinate and communicate with Clinical Director on events and job responsibilities on a regular basis
14. Demonstrate ability to provide basic case conceptualization and treatment planning/implementation with respect to mental health services
15. Demonstrate knowledge and application of DSM-5
16. Directly participate in a minimum of 1 fundraising event for NFCC throughout the calendar year for a minimum of 2hrs
17. Attend mandatory, monthly Clinical Team Consultation (1hr, one time a month)

Additional Responsibilities

18. Other duties as assigned

Supervisory Responsibilities

- Supervise members of the clinical team

Competencies

Education/Licenses:

- Minimum of Master's level education and a licensed clinician in the state of Texas—LPC, LMFT, LCSW
- Licensure by BHEC of Texas Professional Counselors, Marriage and Family Therapists, or Social Work and adherence to all appropriate professional legal and ethical standards
- Fully licensed required; supervisory status preferred

Experience:

- Fully licensed level- minimum of 3 years of direct work with clients, supervisor status preferable

Talents:

- Must have excellent organizational, analytical, communications, and counseling skills.
- Must be able to influence people in a positive manner, prioritize responsibilities, and build rapport with a wide variety of individuals
- Excellent verbal and written communication skills

Employee Acknowledgment

My signature below acknowledges that I have received, read and understand this job description, and that I am expected to consistently demonstrate the primary job duties, additional responsibilities and core competencies of the position with or without reasonable accommodation. Furthermore, I acknowledge that I may be expected to perform additional tasks and projects as assigned, and I agree to perform such tasks and projects, along with the primary duties of my job, in accordance with the performance standards and expectations set forth by the company.

Employee Name (Printed)

Employee Signature

Date

Supervisor Signature

Date