



Clinical Program Director Job Description

Status: Full Time/Exempt - not eligible for overtime

Requires the ability to work varied work schedules to include evenings, weekends and holidays.

Reports to: Chief Executive Officer

Supervises: Program Facilitators

Job Summary:

The Clinical Program Director, working collaboratively with the Education & Youth Director develops, implements and manages *clinical* programs and services for CSCMT; the position supervises clinical staff; participates in the provision of direct service, and is actively involved in CSCMT's relationship with the hospital. The Clinical Program Director ensures that policies, procedures and programs are carried out in a professional manner in keeping with the Cancer Support Community HQ program guidelines. The Clinical Program Director utilizes the skills of the entire Team, volunteers and interns in implementing the workplan.

Essential Job Duties and Responsibilities:

1. Program Administration

- a. Develop, implement and manage psychosocial, clinical programs and services for CSCMT in collaboration with, and in, full compliance with CSCHQ guidelines.
- b. Recruit, hire, train, evaluate and supervise Program Facilitators, and ensures adherence of program staff to the philosophy, policies, procedures and program guidelines.
- c. Develop, train and evaluate satellite and off-site clinical staff as needed.
- d. In partnership with the Education & Youth Director, develop programs to assure a comprehensive provision of services is offered that includes support groups, educational programs, social events, cancer conferences and healthy lifestyle programs.
- e. Design psychosocial curriculum, and research and secure speakers for annual retreats.
- f. Formulate and implement quarterly records and statistical reporting to the Chief Executive Officer, the Board of Trustees and ADAPT reporting platform ensuring accuracy of information.
- g. Be a participatory member of the Professional Advisory Board.
- h. Participates in the annual budget process and regularly monitors program finances to maintain a high-level of fiscal responsibility.

2. Assessment & Evaluation

- a. Collaborate with the Education & Youth Director to develop a needs assessment that evaluates program needs, barriers and requested services for people affected by cancer. Data will be utilized and applied to the strategic plan outlining long-term and short-term goals and objectives of CSCMT.
- b. Collaborate with educational institutions, area hospitals, and the Cancer Support Community National staff in research and development of new programs.
- c. Works with the Education & Youth Director to monitor quality of service and program effectiveness through an annual evaluation and analysis of programs and create a detailed summary report for review.

3. Clinical Direct Service

- a. Utilize clinical skills to manage, and guide programs which includes but is not limited to: distress screenings, individual short-term one-on-one counseling, new participant meetings, group support, virtual support and skills-based trainings and orientation of participants.
- b. Facilitate at least 3-4 participant groups per month.
- c. Provide an opportunity for each participant to utilize the CSS Distress Screening with follow-up referral systems and reach the utilization standard set by CSC Headquarters (CSCHQ).
- d. Establish and maintain proactive relationships, and be actively involved, with other CSCHQ Program Directors through program conference calls, Affiliate Meetings, and other collaboration opportunities.

4. Team development

- a. Actively involved with staff meetings and training sessions and adhere to the Team Values and Commitments.
- b. Commitment to working as a positive and supportive team member in a therapeutic community.
- c. Collaborate with staff, volunteers and participants to create and maintain a culture of support and empathy while embracing the mission of CSCMT to provide in-house psychosocial education, as well as compliance and training of confidentiality policies and practices.
- d. Educate staff by training, sharing knowledge and adherence to prevailing governmental laws and regulations regarding the provision of mental health services and Ethical and Professional Standards as designed across the mental health disciplines in Montana, including, but not limited to:
 - i. Confidentiality policy and standards
 - ii. Reporting of child and elder abuse/neglect
 - iii. Guidelines for suspected suicidality/homicidality
 - iv. Maintenance of records

Required Qualifications:

1. Masters prepared social worker or mental health professional with the ability to be licensed in Montana within a mutually agreed upon amount of time
2. Successful experience applying clinical skills with individuals, couples and support groups.
3. Demonstrated experience planning, organizing, scheduling reports, and program development.
4. Advanced skill and ability in public speaking and promoting effective public relations strategies.
5. Successful experience working with computers specifically Word, PowerPoint, Excel and databases. Experience using InDesign proficiently is a plus.

Preferred Qualifications:

1. Licensed LCSW, LCPC, Licensed Mental Health Professional or Clinical Psychologist in State of Montana.
2. Advanced successful experience post-licensed.
3. Successful experience and ability to work with issues surrounding chronic and life-threatening illness.
4. Successful supervisory or management experience of staff in an organization.
5. Experience supporting volunteers in a work environment.

Necessary Special Requirements:

1. The Clinical Program Director must receive a flu shot before the beginning of flu season but no later than November 1 of each year. This is a necessary special requirement to have direct contact with people who may have or develop compromised immune systems.
2. Many make-up and hair products contain fragrances and this may cause sensitivity and/or allergic reactions in others and are therefore not allowed.
3. Must have reliable transportation to carry out duties and responsibilities of the role.
4. Travel to other centers and to educational opportunities as needed or required.
5. Position requires the ability to work nights, weekends and holidays.
6. Requires regular attendance and reports to work fit for duty in a professional environment.
7. No public expression of personal political views by support or action, so donors and participants do not perceive personal views represent CSC organization.

Knowledge, Skills and Abilities and Ideal Characteristics:

- Successful candidates must be passionate about the wellbeing of people affected by cancer, committed to Cancer Support Community's mission and excited about its growth and potential.
- A self-directed person who like working in a fast-paced environment and willing to work flexible hours to include evenings and alternate schedules.
- A team player who is flexible, creative and a proactive problem solver to get tangible results.
- Collaborates as a team member, takes responsibility for outcomes under their control, as well as sound judgment and values that are consistent with those of the organization.
- Ability to administer CSCMT policies and procedures while implementing a comforting, informative, and effective program.
- Ability to work under pressure with minimal supervision.
- Exhibit strong advocacy skills, and excellence in verbal and written communication.
- Possess excellent organizational and administrative skills.
- Demonstrated ability to interact with individuals at all levels, races and income levels.
- Skill in taking initiative in time management, completing tasks and assignments.
- Ability and skill in design, innovation and creative approach to work.
- Multi-tasking skills and the ability to manage multiple projects, supervision of staff and responsibilities in a fast-paced work environment.
- Demonstrated experience performing administrative skills, data entry and record keeping.
- Ability to be adaptable and flexible for work that requires changing work demands based on fundraising, participant and staff needs.
- Ability to interact with coworkers, staff, CSCMT participants and the public in an effective and positive manner.
- Regularly interacts with individuals of various social and economic backgrounds.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted during work, and contribute to the success of a team.

Working Conditions and Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Duties are performed inside with consistent temperatures and may require exposure to outside temperature extremes to attend functions or events.
- Duties require long and consistent periods of standing, walking, talking and hearing.

- Regularly lifts items ranging from 5-20 pounds such as office supplies, donations, etc.
- Must be able to add, subtract, divide and multiply.
- Reading materials and verbal instructions require advanced ability to interpret and comprehend policy, contracts and legal documents.
- The noise level ranges from quiet to moderate in office and moderate to loud at events or functions.
- Possession of hand/eye coordination adequate to operate a computer and office equipment.
- Ability to talk and hear in person and by telephone and ability to see and read instructions.
- Hazards are minor and controllable.
- Ability to provide emotional support and empathy to participants and families of survivors.

Safety Related Expectations:

- Follow CSCMT safety work practices.
- Report occupational injuries, illnesses, and near misses immediately to Supervisor.
- Follow supervisor instructions for obtaining first aid or medical attention.
- Participate in accident investigations as required.
- Identify unsafe work conditions and unsafe practices. Correct hazards or report them to Supervisor as appropriate.

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Clinical Program Director Signature: _____ Date: _____

Approval:

CEO: _____ Date: _____