

## **Program Director / Clinical Director (Full-Time or Part-Time) for LICSW or LPC**

**Location:** Washington, DC (Hybrid – flexible with 2-4 days/week in person)

### **Hours:**

- *Full-Time:* 40 hours/week
- *Part-Time:* 20–30 hours/week (Benefits available at 30 hours/week)

### **Compensation:**

- *Full-Time:* \$70,000 - \$90,000 annually
- *Part-Time:* \$34–\$43 per hour (equivalent to \$42,500–\$62,250 annually for 30 hours/week)

**About Us:** Capital Clubhouse Inc. is a nonprofit organization based in Washington, DC, dedicated to providing psychosocial rehabilitation through the globally recognized Clubhouse Model. We empower individuals affected by mental illness to lead fulfilling, productive lives within a supportive, inclusive community.

### **Why Join Us?**

- **Diverse Community:** Engage with a vibrant group of members striving to reach their full potential.
- **Flexible Schedule:** Choose between full-time or part-time hours based on your availability.
- **Hybrid Work Environment:** Combine remote work with 2-4 days of in-person engagement each week depending on full- or part-time.
- **Professional Growth:** Opportunities for leadership, skill-building, and advancement in a growing organization.
- **Comprehensive Training & Development:**
  - Two-week Clubhouse training at an authorized site (all expenses covered).
  - Access to annual Clubhouse conferences.
  - 40 hours of Continuing Education (CEUs) and \$1,000 towards training.
- **Competitive Benefits:** Health, dental, vision, 403(b), and paid time off (benefits available at 30 hours/week).

### **Key Responsibilities:**

- **Program Leadership:** Oversee daily operations, ensuring active member participation in work-ordered day activities.
- **Clinical Oversight and Supervision:** Ensure compliance with DC Department of Behavioral Health (DBH), Medicaid, and quality assurance regulations. Train and support staff in documenting member goals and activities, and collaborate with members' primary mental health providers.
- **Employment Support:** Develop and manage Transitional and Supported Employment programs, assisting members with job preparation, including resume development and interview practice.
- **Staff Development:** Supervise, support, and evaluate program staff, fostering a culture of continuous learning and development.
- **Administrative Compliance:** Maintain accreditation standards, manage Medicaid billing, and fulfill reporting requirements.
- **Community Engagement:** Collaborate with the Executive Director on partnerships, fundraising initiatives, and outreach efforts.

#### **Qualifications:**

- **Licensure:** Must hold LICSW, LPC, LMFT, or equivalent licensure in Washington, DC.
- **Experience:** Minimum of 3 years in mental health services; supervisory experience preferred.
- **Skills:** Strong interpersonal and organizational abilities; proficiency in Medicaid billing and compliance is a plus.
- **Passion:** Commitment to working in a community-based, member-driven environment.

**How to Apply:** Interested candidates are invited to submit their resume and cover letter to Amy Muhlbach at [amuhlbach@capitalclubhouseinc.org](mailto:amuhlbach@capitalclubhouseinc.org). Please specify whether you are applying for the full-time or part-time position.