

## **Capital Clubhouse Position Description – Program & Clinical Director**

**POSITION TITLE:** Program & Clinical Director

**REPORTS TO:** Executive Director

**SALARY RANGE:** \$65k-83k

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### **JOB SUMMARY:**

The Clinical Director is a professional position (LCSW or LPC required) within Capital Clubhouse, providing services for adults with mental illness in accordance with the Clubhouse International standards. All Clubhouse staff work side by side with members on all tasks necessary for the operation of the Clubhouse, including but not limited to administrative tasks, research, enrollment and orientation, accounting, fundraising, and public relations. The Clinical Director will work with the Executive Director to manage the Clubhouse program, supervise staff, and provide clinical supervision for program staff. The Clinical Director will also ensure that the Clubhouse remains in compliance with DBH certification standards as well as DC Medicaid compliance.

### **EQUITY STATEMENT:**

At Capital Clubhouse, inclusion is at the foundation of our services. We continue to build a culture that encourages, supports, and celebrates the diverse voices of our members, staff and boards. It fuels our passion and connects us closer to the community we serve.

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### **PRIMARY JOB RESPONSIBILITIES:** (Most duties are performed side by side with members)

#### **1. ADMINISTRATION:**

- a. Implement and ensure the practice of the Clubhouse philosophy and standards for Clubhouse International accreditation.
- b. Assist Executive Director in the hiring, orientation and training of new personnel, practicum students, and volunteers.
- c. Assist Executive Director in the fiscal management of the Clubhouse as needed.
- d. Make decisions regarding the administrative functioning of Capital Clubhouse in the absence of the Executive Director.

#### **2. STAFF SUPERVISION:**

- a. Assist Executive Director in conducting annual evaluations of program staff performance.
- b. Provide clinical supervision of program staff in accordance with DC Medicaid guidelines.
- c. Ensure timely completion of, and reviewing and signing, clinical documentation as needed.

#### **3. FACILITATION OF CLUBHOUSE UNITS:**

- a. Supervising and supporting program staff in the facilitation of Clubhouse units.
- b. Planning, coordinating, and executing daily work alongside Clubhouse members.

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- c. Working collaboratively with Clubhouse members to complete all Clubhouse work and tasks and creatively engaging members in the work of the Clubhouse.
- d. Organizing, executing, and participating in some evening, weekend, and holiday activities.
- e. Assisting members in accessing needed community services and supports.
- f. Providing outreach to members who have not been attending Clubhouse.
- g. Providing support for members in identifying and obtaining educational goals.
- h. Actively participating in fundraising efforts for the Clubhouse.

**4. EMPLOYMENT SUPPORT:**

- a. Support members in reaching employment goals, including but not limited to working with members to develop resumes, prepare for interviews, and conduct job searches.
- b. Supervise program staff member(s) who manage Transitional Employment program. Assist in the development of Transitional and Supported employment opportunities.
- c. Assist in the management of Clubhouse employment programs.

**5. TRAINING:**

- a. Attend all trainings as required by Capital Clubhouse and any partner agencies, which may include travel.
- b. Attendance at a two-week Clubhouse training at an authorized training base will be required.

**6. OTHER DUTIES:**

Perform any other duties as assigned by the Executive Director or other designated supervisor.

*The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the position.*

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**REQUIRED QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required.

**EDUCATION/CERTIFICATION:** Master's Degree or higher in Social Work or Psychology with Clinical Licensure (LICSW or LPC).

**EXPERIENCE:** Preferred experience in working with persons with mental illness within the Clubhouse model.

**EMPLOYMENT SCHEDULE:**

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This is a full-time, fully in-person, salaried position. The Program Director will be required to participate in some evening, weekend, and holiday activities of the Clubhouse. Some in and out of state travel will be required.

**APPLY:** Please submit your resume and cover letter to [amuhlbach@capitalclubhouseinc.org](mailto:amuhlbach@capitalclubhouseinc.org).