

CCS Service Director

Location: Hybrid (some in-person and some remote days)

Job Title: CCS Service Director

Reports to the Clinical Director

Type of position Full-time, Monday-Friday 8:00-5:00 PM

Schedule 40 hours per week or as demanded by the job

### **Position Responsibilities**

- Responsible for the quality of services provided to consumers in the program at Insight.
- Provide day-to-day consultation to Services Facilitators or any other personnel assigned to work within the CCS Program.
- Maintain a master log of clinical supervision for each staff member.
- Individual sessions with assigned staff to review cases, assess performance, and provide feedback.
- Individual side-by-side sessions while the staff member provides assessment, service planning, or service facilitation and in which the supervisor assesses, teaches, and gives guidance regarding service delivery.
- Use of team meetings to review cases and provide opportunities for staff to learn and peer-review specific strategies and situations.
- Work with the Clinical Director to interview, hire, evaluate, and maintain employment records for all personnel in the CCS Program.
- Carry a caseload for which they are responsible for being the Mental Health Professional (MHP) on the recovery team
- Assuming responsibilities and attending Recovery Team Meetings as the MHP
- Assist the Lead Supervisor to provide orientation, initial training, and on-going in-service training that meets the standards set in DHS 36.
- Develop and implement training programs to ensure service facilitators meet annual requirements.
- Ensure that the initial and ongoing service plans with consumers are completed on time according to DHS 36.
- Be available to all program consumers to provide support and address any program concerns.
- Carry a small clinical caseload where they are the lead psychotherapist on the team.

**QUALIFICATIONS: See below for required qualifications.**

### **Minimum qualifications:**

- Educational/licensing qualifications (must meet one of the following):
- Minimum of a master's degree with an unrestricted license in clinical social work, professional counseling or marriage and family therapy.
- Must have reliable transportation and valid driver's license with good driving record.

- Must carry own auto insurance with at least 100,000/300,000/100,000 coverage.
- Must have excellent written and verbal communication skills.
- Experience with or knowledge of consumer-centered, recovery-based, evidence-based practices is essential for this position.
- Ability to maintain records and document case notes daily.
- Ability to give and accept feedback as a part of a team.

**Preferred qualifications:**

- Credentialed with the CCS network.
- A willingness to learn and work with multiple treatment philosophies, especially centered in movement and body-based practice.
- Bilingual in Spanish a plus.