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## CLINICAL DIRECTOR DUTIES

### **Supervision of Associates and Practicum Students (Professional Division)**

- Work with universities to establish and adhere to Practicum agreement for new trainees
- Review professional division client files
- Weekly group and individual supervision of trainees and associates
  - Lead group supervision meeting on Thursdays from 10 am to 12 am
  - Provide individual weekly supervision as needed. Currently Mondays at 3:00pm
- Evaluations of associates every six months
- Evaluation of practicum student's midterm and final per individual university
- Review all outgoing written communication such as letters, summaries, superbills, victim witness documentation, CPS and APS reports.
- Review all closing client files
- As-needed consultations

### **Intakes**

- Review and assign intakes
- Field intake questions from admin staff
- Follow up on professional intake waitlist

### **Crisis Intervention**

- Initial contact with crisis clients or situations
- Provide initial session for assessment
- Assign to associate as needed
- Refer out as needed

### **Recruitment of Practicum Students and Associates**

- Communicate with Universities for practicum placement
- Advertise for associate positions

### **Lay Counseling Division Oversight**

- Meet with Lay Counseling Supervisor to field questions and provide support
- Individual supervision for lay counselors needing extra help
- Review lay counselor files as needed
- Help cover lay counselor supervision in Lay Counseling Supervisor's absence.



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### **Legal and Ethical Compliance**

- Evaluate and maintain compliance to BBS, legal, ethical, and Anew Day policies
- Assure security of all client files
- Maintain all client archive files

### **General Duties**

- Field any questions regarding counseling and any complaints by professional division
- Maintain therapeutic appropriateness of counseling rooms and facility
- Counseling Skills Workshop development and teaching, 2x/yr
- Office time availability for counselors and staff
- Attend board meetings if needed (rarely)
- Represent Anew Day in the community when opportunities arise