

Assistant Clinic Director

Introduction

Blanton-Peale Institute & Counseling Center was founded in 1937 as a response to the increasing needs of the Great Depression era. True to its early mission of attending to the holistic needs of individuals in community, our integrative approach of treating the whole person drives our work by emphasizing physical, psychological, social and spiritual wellness. Situated in one of the most diverse cities in the world, New York City, Blanton-Peale is passionate in serving vulnerable New Yorkers and is committed to treat people of all beliefs, races, ethnicities, sexual orientations and gender identities. Through our training programs and outpatient mental health clinic, we embody an affordable approach that ensures no one is turned away due to the inability to pay.

Purpose: The Assistant Clinic Director provides supportive oversight to the overall functioning of Blanton-Peale's OMH-licensed Mental Health Clinic with an emphasis on attentive initial client experience. The Assistant Director will assist in the day to day management of clinic operations and ensure a streamlined process from the client's initial inquiry until the client is assigned to a therapist. We seek a professional versed in the best practices of Intake coordination, client satisfaction, crisis intervention and clinic administration. To best fulfill this role, we seek an antiracist LCSW who is a team player, technologically savvy, passionate at seeing that vulnerable populations are connected to treatment, and someone who is able to meet the demands of both clinic and organization needs. Given our clinic growth curve, the Assistant Clinic Director will be instrumental in ensuring strategic thinking around how we manage a high volume of client inquiries. The Assistant Director will be a key leader in the clinic leadership team and work closely with the Chief Program Officer.

This position will demand leadership around exceptional client experience and the responsibilities here listed are representative of some of what will encompass the role of the Assistant Clinic Director.

Clinical duties:

- Oversee Intake inquiries via our website and other modes.
- Respond to prospective client inquiries in a timely manner.
- Organize electronic system to track all inquiries of treatment received directly from clients as well as from referral partners.
- Keep record of higher level of care inquiries for clients not appropriate for our clinic.
- Maintain database of clinical referral partners.
- Cultivate relationships with local ERs and CBOs around intake protocols.
- Maintain roster of weekly available Intake hours and ongoing therapy hours of clinicians.
- Assign clients to therapists along with clinic management for Intake appointment.
- Participate in Case Disposition meetings to match clients to therapists.

- Follow up with therapists and clients to ensure clients and therapists have connected after Case Disposition and troubleshoot problems that arise as the therapy progresses.
- Liaise between client, therapist and billing manager to coordinate resolution of billing issues
- Maintain a small case load of clients.

Administrative duties:

- Facilitate assigned weekly clinical supervision groups.
- Participate in the High-Risk committee.
- Provide task supervision to graduate interns.
- Assist in recruiting and hiring of diverse pool of clinicians and other clinic staff
- Assist in onboarding process of clinical staff, including new hire orientations for clinical staff
- Assist in completing Justice Center & OMH incident reports.
- Provide technological support for electronic medical record.
- Other duties as assigned

Qualifications:

LCSW with at least 3 years' experience post LCSW

Minimum of 5 years clinical experience

Minimum of 3-year supervision experience

SIFI certified

Experience as both clinician and supervisor in an Outpatient Clinic

Post-Graduate Training helpful

To apply: Please send resume and cover letter to Chief Program Officer, Mickey Correa, at CPO@BlantonPeale.org. Applications will be reviewed on a rolling basis.

Blanton-Peale Institute & Counseling Center does not discriminate on the basis of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information. We strongly encourage people of diverse identities to apply.