

## Assistant Clinic Director

Salaried, Exempt  
Reporting to Clinic Director

*Blanton-Peale thrives on diversity and highly encourages applications from people of color and diverse identities. Blanton-Peale offers an equal employment opportunity for all regardless of race, color, citizenship, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, veteran or reservist status, or any other category protected by federal, state, or local law.*

## 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 socioeconomic backgrounds, beliefs, races, ethnicities, sexual orientations and gender identities. Through our training programs and outpatient mental health clinic, we embody an affordable and accessible approach that can ensure no one is turned away, regardless of their ability to pay.

**Summary of Position:** Blanton-Peale Institute & Counseling Center is seeking an Assistant Clinical Director to oversee Quality Assurance of Clinic Operations and to serve as a key administrator on the Clinic Operations Team of Blanton-Peale's New York State OMH-licensed Outpatient Mental Health Clinic.

The Assistant Clinic Director reports to and supports the Clinic Director in clinic management, initiatives/programs, policies, and protocols. The Assistant Director enjoys multidisciplinary and interdepartmental collaboration and is committed to nurturing a caring environment valuing cultural humility and holistic trauma-informed care for all staff and clients. The Assistant Director should have strong clinical and supervisory skills and is expected to lead at least 1 clinical supervision group and carry a small caseload of clients as determined by clinic management team.

## Key Responsibilities

### Quality Assurance and Compliance

- Oversee Quality Assurance and OMH Compliance.
- Lead Utilization Review with Clinic Director, ensuring timely and thorough Electronic Medical Record documentation.
- Systematically review EMR, ensuring completion of notes, treatment plans and any other pertinent documentation.
- Prepare weekly/monthly audits of case records.
- Interface with therapists whose case records require close monitoring.
- Interface with billing and reception to ensure accuracy of case records
- Provide group and individual training around clinical documentation & EMR use
- Serve as liaison with EMR software provide to address gaps in service delivery.

## Clinic Management

- Support Clinic Director in development and implementation of policies and procedures that ensure exceptional client experience and compliance with regulatory bodies.
- As a member of Clinic Operations Team, ensure smooth clinic operations and coverage, and collaboratively arrange work week with other team members to ensure on-site clinic coverage during business hours: Monday-Friday 8a-9p, Saturday 9a-5p.
- As a member of High-Risk Committee, ensure best practices in attending to high-risk cases.
- As a member of Disposition Committee, provide appropriate clinical case disposition
- Share duties as a clinical consultant for crisis intervention, including issues related to suicidality, homicidal ideation, child abuse/neglect, elder abuse, intimate partner violence, gender-based violence, and hospitalizations.
- Carry a small caseload of clients
- Support integration of clinic's and training institute's programmatic directions.
- Cultivate relationships with community resources and partner organizations.

### Staff Development

- Lead a clinical supervision group of part-time therapists and ensure timely documentation of sessions.
- Assist with Onboarding and training of new therapists
- Engage prospective therapists and support Blanton-Peale's aim to recruit, hire, and onboard diverse clinic staff, including therapists and receptionists, who can meet the needs of the diverse population served by the clinic.
- Collaborate with Clinic Director and Director of Psychiatric Services to strengthen communication and clinical training of all therapists and psychiatrists.
- Participate in the development of the Clinic newsletter

### Qualifications:

The ideal candidate will be a New York State-licensed mental health professional with credentials and experience to allow for clinical supervision, who also has:

- Experience in clinical supervision of interns/staff.
- Experience integrating trauma-informed and anti-racist therapeutic practices into systems and practices.
- Experience in crisis assessment and interventions.
- Ability to be nimble, resourceful, and responsive to needs of staff up, down and across Blanton-Peale.
- Experience with detail-oriented project and team management.
- Dedication to a diverse, inclusive, and collegial workplace.
- Seminar in Field Training Certification (preferred).
- Post-Graduate Training (preferred).

Competitive salary and benefits commensurate with demonstrated experiences and abilities. Given the present COVID-19 pandemic, this is a hybrid position (on-site 2 days and remote 3 days per week), with the expectation to be on-site post-pandemic at the Manhattan-based clinic.

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