



# Redwood Coast Regional Center

Respecting Choice in the Redwood Community

## POSITION ANNOUNCEMENT

(This is not a job description)

### Director of Clinical Services

This position is responsible for providing leadership for all aspects of clinical services provided by the Redwood Coast Regional Center (RCRC) Clinical Services Department; ensuring that all clinical services and assessments for regional center eligibility are in accordance with the Lanterman Developmental Disabilities Services Act and/or other relevant Federal and State laws. Clinical services include medical, nursing, nutrition, psychology and prevention services. Leadership and management responsibilities must also be guided by the RCRC Vision Statement and a strong personal commitment to the principles of Person Centered Thinking and Planning.

#### **MIN. REQUIREMENTS:**

Education/Experience: Doctoral Degree in Psychology, Counseling or Social Work with appropriate California Licensure, is preferred. Possession of a Master's degree or higher from an accredited institution in the field of Social Work, Psychology, Counseling medicine, nursing, public administration or other related discipline and licensure as LCSW, LPPC, MFT, or certification as BCBA is required. Licensed or board certified in a specialty area such as psychology, behavior analysis, social work or other clinically-related field preferred. 5 years experience conducting mental health/behavioral assessments and implementing interventions and service plans for individuals with IDD. 5 years of experience supervising staff and/or clinicians in a human services or educational settings with an emphasis on ASD and other developmental and intellectual disabilities.

Salary range: \$7,542-\$10,612/ month w/exc benefits (8 step salary range)

Location: Ukiah/Eureka Office

Please send resume,  
letter of interest and completed Application to:  
Redwood Coast Regional Center  
Human Resources  
1116 Airport Park Blvd.  
Ukiah, CA 95482 or  
FAX (707) 462-6981 / e-mail: [HR@redwoodcoastrc.org](mailto:HR@redwoodcoastrc.org)

Please go to our website as [www.redwoodcoastrc.org](http://www.redwoodcoastrc.org) and download the Application. Return entire packet to Human Resources. Incomplete packets will not be considered for an interview.

EOE



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## Director of Clinical Services Job Description

### Job Summary:

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### Essential Job Functions:

- Lead and direct the work of a team of highly qualified clinical care professionals to ensure that the needs of the individuals served by RCRC are met. Supervise and direct the Clinical Department. Assess training needs to assist in the planning, development and implementation of on-going staff training related to clinical issues. Actively pursue professional development of RCRC staff in order to grow workforce competencies in clinical issues relevant to the overall wellness of clients
- Coordinate with consultants who conduct psychological assessments for the purpose of determining eligibility for Early Start, Status 2, and competency assessments
- Serve as a member of the executive leadership team and assist in continuous evaluation and improvement of current systems, policies, processes, structure and performance Agency-wide
- Participate as a supportive member of the Agency's Directors Team and Management Team, and serves as a resource to both teams. Builds trustworthy relationships with all team members and Agency staff as a whole
- Assure that the intent of the RCDSC Board of Directors policy to assure all persons served by the Agency will be supported to live in the community, rather than institutional settings, is met
- Establish a supportive, accessible and accountable work environment, creating systems to effectively manage performance and Agency outcomes
- Responsible to develop and implement a process of evaluation and continuous quality improvement for all aspects of services provided by the Clinical Services Department
- Responsible for overall job assignments, clinical workload prioritization and utilization of departmental resources within the Clinical Services Department to best accomplish the Vision, Mission and Values of the RCRC
- As a member of the multi-disciplinary team, assist in determining the eligibility, developmental and behavioral needs of persons served within one's scope of competence
- Maintain knowledge of state-of-the-art information on evidence-based treatments and interventions for individuals with ASD and other developmental and intellectual disabilities and ensure dissemination of this information to RCRC staff, local clinicians and service providers. Provide technical assistance and training to RCRC staff, families, local clinicians and service providers regarding mental health resources.
- Partner with community agencies and help identify mental health and psychiatric resources in the community



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- Attend community, stakeholder and system partner events in an effort to establish and maintain positive working relationships with healthcare professionals and organizations
- Participate in resource groups, resolution/review committees and community workgroups and task forces, as needed
- Work with Community Services to develop capacity to meet the identified unmet clinical needs of clients. Provide clinical perspective for the development of service contracts with Agency providers. Work closely with Client Services to identify the unmet clinical needs (mental health, medical, nursing, dental, speech, physical therapy and occupational therapy) of clients across the Agency and assist Client Services identify clients for referral to relevant community-based providers
- Provide outreach and education to community regarding clinical services with the intended goal of raising awareness throughout the region
- Partner with community medical, mental health, nursing, dental and ancillary health services, managed care via memoranda of understanding and affiliation agreements
- Partner with colleges, high schools, human services agencies and other venues to create field placement, internship and volunteer opportunities in the area of ID ASD
- Review and approve Purchase of Service requests for clinical services
- Collaborate in problem solving/conflict resolution related to clinical issues
- Develop a broad based, comprehensive system of behavioral health services for children, adults and families served by RCRC
- Undertake regular review of existing clinical services to identify gaps in service and unmet needs of children and adults served by the Agency
- With departmental and other Agency staff, establish and maintain collaborative, supportive and professional working relationships with Agency service providers/vendors, community-based and generic providers of service and all other social and health care agencies. Participate in the development of or is responsible for the completion of interagency agreements or memoranda of understanding where required or desired
- Act within the scope of authority in a manner consistent with Agency guidelines, policies and practices
- Serve as a representative of the regional center to DDS, the public, participates in RCDSC Board meetings, and assists the Executive Director with issues related to Agency policy or clinical services

## **Education/Experience:**

- Doctoral Degree in Psychology, Counseling or Social Work with appropriate California Licensure, is preferred.
- Possession of a Master's degree or higher from an accredited institution in the field of Social Work, Psychology, Counseling medicine, nursing, public administration or other related discipline and licensure as LCSW, LPPC, MFT, or certification as BCBA is required.
- Licensed or board certified in a specialty area such as psychology, behavior analysis, social work or other clinically-related field preferred
- At least 5 years experience conducting mental health/behavioral assessments and implementing interventions and service plans for individuals with Intellectual and Developmental Disabilities. Minimum of 5 years of experience supervising staff and/or clinicians in a human services or educational settings with an emphasis on ASD and other developmental and intellectual disabilities.



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## **Special Skills and Knowledge:**

- The ability to maintain confidentiality and composure when dealing with sensitive, confidential matters is required
- Knowledge of community clinical resources, facilitation of community collaboration and group planning, ability to establish and maintain effective working relationships with staff and community
- Participate in community building activities, which lead to the development of collaborative efforts between RCRC and other services and supports for people with disabilities
- Communicate effectively verbally and in writing at the highest professional level with members of management, public groups, RCRC staff, persons served, and their families. in a manner that supports the Vision, Mission and Values of RCRC
- Present information effectively in a variety of formats and mediums to RCRC staff, constituency groups, and the Board of Directors
- Computer skills required for effective professional communication, documentation, data collection and analysis are required. Independently produce all correspondence, record keeping and related documents
- Skilled at working independently with the ability to apply creative and innovative solutions to problems
- Ability to manage a multi-disciplinary team of clinicians from diverse backgrounds and to work effectively and collaboratively with all systems within the Agency
- Expertise in the areas of Autism Spectrum Disorder, neurodevelopmental disorders, Dual Diagnosis (DD/MI) and issues related to youth, adulthood and aging
- Knowledge of the theories, principles and practices of social work, leadership, teamwork, organization and time management, supervision and general personnel practices, training and budgeting
- Must possess strong team building and problem solving skills

## **Supervision Exercised:**

Provides leadership, support and administrative oversight for the Regional Center Clinical Department and consultants. Maintains indirect relationships with other Health Resource Group clinical and medical professionals and Area Managers, Supervisor, and Early Start specialists (e.g., assessors, OT, speech pathologist).

## **Supervision Received:**

This position reports directly to the Executive Director of Redwood Coast Regional Center.

## **Travel Requirements:**

This position requires extensive travel involving overnight trips throughout the four counties served by RCRC and California. This position requires a reliable form of transportation, possession of a valid driver's license, minimum vehicle insurance as prescribed by law, or the ability for independent transportation.



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## **Other: Physical and Mental Requirements**

Extensive sitting in office settings, for meetings and for travel. Frequent walking and standing, and occasional lifting of up to 15 pounds with occasional bending, stooping, reaching and stretching to complete work duties. Adequate manual dexterity and coordination for operation of automobile, computer and other standard office equipment. Hearing and vision corrected to within normal limits. Any of the above with reasonable accommodation.

This position requires the ability to work under pressure of deadlines and a fast-paced environment with competing priorities, and, at times, to cope with complex and potentially stressful situations.