

## **Clinical Director/Therapist**

**Department:** Legacy 68:5 Adoption, Foster & Orphan Care Ministry

**Hired By:** Toni Steere

**Reports To:** Toni Steere

**Campus:** Faith Center–Spring Branch

**Status:** Full Time Exempt

**Employment Category:** Select Category

**Summary of Position:** The Clinical Director/Therapist is responsible for implementing day-to-day holistic services to families and children as well as supervising all clinicians. The Clinical Director/Therapist ensures services are provided to each client are holistic in nature ensuring that the greatest healing is sought through creativity, innovation and cutting-edge services while also providing clinical services to clients.

**Purpose:** The Clinical Director/Therapist provides leadership, training, supervision, and the highest level of care for families, children and staff.

### **Duties and Responsibilities:**

- Develop measurable program goals and tasks that align with the center's community-based initiatives to best meet the needs of clients and their families.
- Provide holistic therapeutic services in individual, family, and group settings for clients and their families, including, but not limited to, planning, implementation, and quality assurance.
- Assess efficacy of services and refine services to provide the highest and best care to families and children.
- Provide input as part of regular treatment team meetings and regular staffings. Serve as an advocate for clients. Develop and conduct therapeutic, educational and/or devotional groups.
- Maintain regular contact with clients and/or families through regular sessions, email correspondence, and telephone calls as required.
- Assist with special events and activities as needed.
- Timely and thoroughly complete all necessary paperwork related to client services in accordance with established guidelines and procedures; ensure timely and accurate information is stored in client files and on database.
- Effectively and appropriately respond in crisis situations for clients.



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- Cultivate and monitor relationships with outside service providers, consultants, agencies and organizations to develop relationships to enhance the delivery of services to clients.
- In coordination with the Clinical Care Manager maintain compliance with all policies, procedures, and requirements. Maintain compliance with all state and federal laws and regulatory requirements.
- Report suspected child abuse and/or neglect to the Administrator and the appropriate law enforcement agency.
- Collaborate with HR and Legacy 68:5 for the unique staffing needs of the center.
- Attend meetings and trainings as required. Facilitate meetings and trainings as required.
- Work nights and weekends as needed to meet center needs.
- Travel as needed to perform services in assigned locations.
- Perform general office tasks as required. Timely and accurately prepare, review and submit required reports and documentation.
- Work successfully as part of a team and responsible for developing then maintaining strong working relationships with co-workers.
- Perform special assignments, projects, and other duties as required.

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

1. Minimum five years prior related experience in the professional delivery of adoption services preferred. A minimum of two years prior experience in counseling, which encompassed a comprehensive understanding of the issues and challenges birth, foster and adoptive families face. Issues include, but are not limited to infertility, grief and loss, attachment, and trauma.
2. Position requires licensure, in good standing, LCSW, ACP, LMFT-S, or LPC-S. Interns or associates will be considered who are near completion of supervision.
3. Requires ability to work with sensitive and confidential information appropriately.
4. Requires proficient ability to speak, read and write English proficiently.
5. Requires ability to relate positively, influentially, and sensitively to a broad spectrum of persons in a variety of multi-tiered relationships and settings to include but not limited to families, birth mothers and family, international agencies, staff/faculty, various organizations, cultural identities, board and council members.



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6. Requires ability to travel to various geographic locations to include foreign countries with overnight stays. Requires ability to obtain and maintain required travel documents for international travel. Requires ability to rent a car with appropriate documentation.
7. Requires ability to drive assigned vehicle(s) or personal vehicle, with appropriate state license, following all laws applicable; must provide proof of liability insurance and must be eligible to be insured under the Company's insurance policy. Must be at least age 21 to drive on behalf of the Company.
8. Requires proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information.
9. Proficient working knowledge and ability to accurately and timely operate and perform computer related tasks with specific equipment and software applications required.
10. Requires commitment to Christian principles and teachings both professionally and personally.
11. Requires ability to use up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or 10 pounds continuously to move objects.
12. Requires ability to walk, stand and sit, sometimes for prolonged periods of time.
13. Requires ability to listen, hear, talk, use hand to type or handle and feel, and to reach with arms and hands for prolonged periods of time.
14. Requires sufficient good health to properly discharge duties. Employees shall not be permitted to work who have infectious disease or skin lesion for the duration of the communicability.

## **Skills Requirements:** Select all that apply

Language skills

Math skills

Reasoning ability

Computer skills:

Windows

Mac

MS Office

MS Outlook

Other: Second language (Spanish) preferred

Administration

Service to others

Teacher/Leader

Good Communication skills

Team builder

Self-disciplined

Servant leader

Decision maker

Strong work ethic

Empathy for ministry partners

Attention to detail



Other: Click here to enter text.

**Education and/or Experience:** Select all that apply

- College graduate required       Administrative Experience       Personnel Management
- Church Staff experience preferred       Other: **LPC-S or LMFT-S Required; RPT or RPT-S Required; EMDR Consultant Preferred; TBRI Practitioner Required. 5 years' experience with working with adoptive/foster families preferred.**

**Organizational Relationships:** Reports to Legacy 68:5 Director

**Working Conditions:** Select all that apply

- 40 hour work week       Additional hours as needed       Occasional off campus activities
- Continuing Education       Specialized training       Occasional travel
- Other: Click here to enter text.

**Contact:**

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