



About The Family Center, Inc

The Family Center is a private, non-profit, 501(c)(3) family services agency which includes a licensed mental health clinic. Our mission is to create safer, more resilient families by supporting them in developing the inner strengths, life skills, and networks of resources they need to succeed. To learn more visit our website at www.thefamilycenterinc.org.

Position: Clinical Coordinator
Reporting To: Vice President of Programs
Department: Outpatient Clinic/Family Support
Location: Somerville, MA

Summary of Position:

The Family Center seeks an experienced Clinician with excellent supervisory skills to effectively lead a diverse team of providers. The Clinical Coordinator will manage the day-to-day operations of our outpatient clinic and ensure the delivery of high quality, culturally responsive community mental health services to children and families. As a member of the Management Team, the Clinical Coordinator will serve a critical role supporting the integration of clinical and family support services.

Responsibilities & Duties:

- Provides oversight and tracking for all aspects of outpatient clinic services including intake, assessment, treatment planning, periodic review
- Participates in the development of care models that further the integration of clinical and family support services, including the design of a coaching model for targeted service delivery
- Oversees credentialing of multi-disciplinary staff: participates in hire, orients new clinicians and interns, supervises and evaluates staff (annual performance review), including productivity monitoring
- Continually assesses training needs of staff; provides training; maintains clinical training log
- Ensures compliance with all licensing, regulatory, state agency (DPH, DMH), third-party billing and funding requirements
- Schedules building and after-hour coverage rotation; provides 24/7 backup to clinicians
- Develops and monitors accountability systems for timeliness and quality of documentation
- Audits clinical records and develops plans for remediation or disciplinary action
- Identifies, develops, and implements strategies for improvement of clinical operations
- Responds to critical incidents or complaints, conducts investigations as indicated, creates and ensures implementation of corrective action as needed
- Carries a small clinical caseload
- Represents The Family Center at external meetings, training, etc.
- Other duties as assigned

Preferred Skills & Qualifications:

- Highly organized, self-directed, able to prioritize competing demands
- Effective written and oral communication skills
- Sound judgment and discretion
- Strong interpersonal skills with an ability to manage and collaborate across programs
- Strong computer skills, including Microsoft Office Suite
- LICSW or Licensed Psychologist with at least ten year's post-licensure clinical experience; at least five years administrative and supervisory experience
- Family therapy training/experience
- Ability to work well in a diverse setting with diverse staff and families
- CANS certification
- MSDP documentation knowledge
- Familiarity with the Virtual Gateway
- Oral and written proficiency in Spanish; Haitian Creole and/or Portuguese desirable

Benefits:

- Medical and Dental
- Vacation, Holiday and Sick Time
- Retirement Saving Plan
- Pleasant work environment
- Competitive Salary based on experience

Are you a great match for this position?

Please apply by forwarding your resume and a cover letter detailing your interests to:
jobpost4@thefamilycenterinc.org

Website: www.thefamilycenterinc.org

