Job Title: Peer Program Clinical Director

Location: Peer Program

Reports to: Executive Director

Schedule: M-F Hours\_\_20-25\_/week

Compensation: DOE

**Basic Function and Scope of Responsibilities**:

This is a part-time, exempt senior management position, providing program development and oversight for the day-to-day administration along with clinical oversight of Peer Support Specialists of the Peer Program. The Peer Program Clinical Director provides strength-based, recovery oriented intakes and assessments, attends all management, community, and all staff meetings, and also board meetings when possible.

**Principle Responsibilities:**

* Conduct intakes and mental health assessments, and recommend service based on peer support and other resources
* Ensure and document that all staff receive ongoing training covering all requirements
* Implement and ensure that policy and procedures are up to date and followed in all aspects of the peer program
* Handles client complaints/grievances as per policies and procedures
* Supervise and support the Peer program supervisor to ensure that all HIPAA regulations and confidentiality is maintained in program activities,
* Supervise and support the Peer program supervisor to ensure complete, timely and accurate documentation of client visits, and provide up to date statistics and information needed for all grants and reporting
* Supervise and support the Peer program supervisor by meeting weekly to review safety concerns, safety plans, and to maintain compliance with CRC policies and procedures, and the WAC’s and RCW’s
* Ensure dissemination of relevant information to clinic staff, providers, and management

**Training, Skills, Knowledge, Licenses, and/or Experience:**

* Be a designated Washington Mental Health Professional
* Have experience as an MHP in a Medicaid setting
* Have supervision experience, including documentation of training in clinical supervision
* Understand peer-related services and a recovery focus
* Able to build relationships with participants and maintain boundaries that enhance a mutually beneficial partnership built on the principles of recovery
* Ability to pass Washington State background check.
* Ability to provide services in a strength-based, non-judgmental manner while supporting individual progress toward recovery
* Ability to take direction and be part of a team

To apply, please email your resume and a cover letter to Krissy White at **krissy@crcoly.org**