



413 Ninth Street
Glenwood Springs, CO 81601
970-945-9300
www.youthzone.com

Career Opportunity
Clinical Director
Glenwood Springs, CO

Employment Classification

Full-time, exempt.

About YouthZone

YouthZone currently serves over 2,000 youth and their families every year by offering a wide variety of evidence-based programming through which our clients find safety, compassion, and education as they work to overcome the personal struggles they face. Our programs include youth assessment, parental guidance and support, individual and family counseling, restorative justice, court programs and monitoring, educational workshops, and much more. Ninety percent of our clients maintain their healthy behaviors after completing their YouthZone program. Founded in 1976, YouthZone has been, and continues to be a family-first nonprofit dedicated to fostering positive youth development for teens throughout the Western Slope of Colorado. We aim to hire diverse, family-focused team members who believe that growth is possible for all our clients.

Our Vision: *Hopeful Youth; Strong Families; Safe Communities.*

Our Mission: *YouthZone provides comprehensive assessment and advocacy to inspire healthy relationships between youth, families, and communities.*

YouthZone is committed to inclusion.
YouthZone advocates for equality.
YouthZone has a long history of promoting justice.

Employment Classification

Full-time, exempt; 40 hours per week. Reports to Executive Director. Based in our Glenwood Springs office, this position requires access to a reliable vehicle for periodic travel throughout YouthZone's service area of the Colorado Ninth Judicial District, which includes Garfield, Rio Blanco and Pitkin Counties. It is expected that the Clinical Director Counselor will also provide services in our auxiliary offices, as needed.

The salary range for this position is \$70,000 - \$95,000, annually.

Position Overview

With a compassionate nature, well-developed clinical skills, and a high level of proficiency in clinical mental health best practices, the Clinical Director's primary responsibility is the well-being of our clients and YouthZone employees. The Clinical Director provides leadership and support for staff in managing individual client cases and for the organization as a whole in ensuring the alignment with clinical, ethical, and legal liabilities.

The role of Clinical Director is multi-faceted and includes meeting of clinical benchmarks for quality care and productivity, ensuring proper care is being provided in accordance with program contracts, developing and providing ongoing clinical staff development. Duties may include establishing clinical practice policy, case conferencing, creating and reviewing treatment plans as needed.

This position supervises both licensed and non-licensed direct service staff which includes mental health counselors, youth advocates, addiction counselors, and resilience coaches. The position requires collaboration with juvenile justice officers, school officials, and primary care providers in order to coordinate care for the effective treatment of complex and multiple diagnoses. This position may also provide leadership to the case management care staff in the proper use of case management or behavioral health tools and methodology to ensure the clients experience is as seamless as possible.

The Clinical Director is responsible for supporting the organization's ethical responsibilities. This includes HIPAA compliance, clinical procedures for all staff, and ensuring the proper data is collected for best client care. The successful Clinical Director will be proactive in initiating continued research on best practices in assessment and implementation of case plans.

The Clinical Director partners with the Executive Director by serving as a member of the leadership team, along with the Development Director and Assistant Director, to chart the organization's future growth and strategic response to an ever-increasing demand for YouthZone's services.

YouthZone's Clinical Director must possess deep empathy, effective leadership-capacity and strong interpersonal skills in order to establish and maintain functional and impactful relationships both inside and outside the organization. In this way, they will advocate for the youth and family voice in service to the YouthZone mission and vision. This individual must possess the ability to withstand the pressure and stress that inevitably accompany the work and responsibilities of team and program development.

It is estimated that the Clinical Director at YouthZone will spend 50% of their time in supervision and program oversight, and 50% of their time providing clinical therapy.

Education, Training and Experience

- *Required:* Master's degree in Counseling, Social Work, Psychology, or another human services field.
- *Required:* License to provide clinical therapy in the State of Colorado. (We will consider licensure from another state if it can qualify for a Colorado state license in a reasonable timeframe.)
- *Required:* License to provide substance and addiction counseling (LAC) in the State of Colorado, or willingness to acquire licensure in reasonable timeframe.
 - *YouthZone will consider providing financial and/or scheduling support for qualified applicants who need supervision hours and/or CE credits relating to Colorado Licensure.*
- *Required:* Four or more years of experience providing clinical therapy, with at least two years of experience with teens and adolescents.,
- *Required:* High proficiency with MS Office programs: Outlook, Word, Excel, and PowerPoint.
- *Highly desirable:* Bilingual in Spanish and English; Strong verbal and written communications skills in English, and ability to understand and to make oneself understood in Spanish.

Other Requirements

- Participation in a child abuse registry check; fingerprint/Colorado Bureau of Investigation check; driving history check, and; drug screen.
- Ability and willingness to work a schedule that aligns with the immediate needs of the organization and thus may require time commitments lying outside the normal work week.
- Access to, and willingness to use, reliable transportation that is properly registered and insured for travel throughout the YouthZone service area and beyond.
- Participate in on-going training opportunities related to program management, human resources and positive youth development.
- Well-developed interpersonal abilities.
- Exceptional written and verbal communication skills.
- Ability and willingness to work a full-time weekly schedule, which at times requires flexibility in order to meet

Clinical Director

the needs of the organization.

- Professional attitude, and friendly, courteous manner.
- Exceptional task and time management skills.
- Creativity and strong problem-solving skills.

Working Relationships

- Reports to Executive Director.
- Supervision of the direct service employees (mental health counselors, youth advocates, substance counselors, and youth resilience coaches) for the purpose of best client care, on-going training, and general personnel support.
- On-going, constructive, and open collaboration between all YouthZone staff is essential to our team to ensure a consistent, effective and high-quality program.
- The ability to interact efficiently and effectively with program stakeholders, law enforcement agents, judicial district personnel, parents, youth, and outside agencies.

Essential Functions and Responsibilities of the Clinical Director at YouthZone

- Establish and nurture key relationships, both internal and external.
 - Establish and nurture an appropriate and professional connection with other organizations in the health and human service field and clinical arenas.
 - Collaborate with other community resources to maintain and develop positive working relationships.
 - Support YouthZone staff by encouraging their understanding of and engagement with organizational culture through training and leadership.
- Establish meaningful customer relationships.
 - Remain flexible in setting times and places for meetings with community partners.
 - Take leadership roles in community collaborations.
 - Ongoing community outreach and relationship building with other Clinical Directors.
 - Identify key training courses for direct service staff to ensure best practices.
- Maintain administrative responsibilities.
 - Maintain records and document work activities in accordance with YouthZone standards and practices.
 - Accurately complete YouthZone paperwork and data-entry in a timely manner.
- Participate as contributing member of the YouthZone Team.

Required Responsibilities of YouthZone Team Members

- Serve as an ambassador for YouthZone and its mission throughout the communities we serve.
 - Be prepared to provide accurate information and answer questions about YouthZone's programs and services.
 - Be prepared to provide accurate information and answer questions about YouthZone's current and upcoming development opportunities. This includes the ongoing Wish List.
 - Demonstrate ability and willingness to work with youth and adult clients with an attitude of respect and non-judgment.
 - Maintain a strong sense of compassion and empathy for adolescents and the existential struggles they deal with.
 - Ability to problem-solve with parents and service providers in order to best support youth.
 - Demonstrate flexibility in scheduling meetings with youth, parents, partners, and stakeholders.
 - Maintain strict compliance with YouthZone operational and safety policies, procedures, and standards.
 - Comply with confidentiality standards and practices, HIPAA guidelines, and mandatory reporting requirements.
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- Complete all required and requested documentation and reports in a timely manner.
 - High proficiency and comfort level in computer skills, including word processing, spreadsheets, email, calendar/collaboration operations, and use of cloud-based functions.

- Willingness to expand and deepen technological skill set.
- Strong writing skills: ability to draft professional, high-quality letters, emails, reports, proposals, etc.
- Demonstrate commitment to the success of the organization and its programs.
- Attend and participate in mandatory monthly Team Time meetings.
- Participate in organizational activities as directed, in order to meet the goals and objectives of YouthZone.
- Attend and participate in YouthZone fundraising activities and programs, as directed.
- Perform any other duties in service to the successful operation of YouthZone as assigned by the Executive Director or Assistant Director.

Required Skills and Attitudes of YouthZone Team Members

- Passion for our vision and mission.
- Advanced organization and time-management skills.
- Highly developed interpersonal and communication skills.
- Persistence and assertiveness in advocating for youth.
- Willingness to share in office maintenance and upkeep, as directed.
- Commitment to the success of the organization and its programs.
- Reliability, friendliness, and conscientiousness.
- Enduring sense of humor.

Benefits of working at YouthZone

YouthZone is a great place to work! In addition to a healthy, supportive work culture, we offer three hours of weekly exercise time, a health reimbursement arrangement, employee retirement plan, wellness stipend, and the opportunity to be part of a wonderful team consisting of committed and passionate professional optimists.

An offer of employment at YouthZone will be contingent upon the candidate passing a background screening process that includes Colorado Bureau of Investigation fingerprint check of criminal history, Child Abuse Registry check and drug screen. All YouthZone staff must also show proof of auto insurance and submit copies of diplomas and/or certificates of training.

The statements contained herein reflect general details in order to describe the essential functions of the position, as well as the skills and attitudes necessary for success. It should not be considered an all-inclusive listing of work requirements. Individuals may be required to perform other duties as assigned. This job description does not constitute an employment contract and is subject to change as the needs of YouthZone and requirements of the job change.

To Apply

Send current résumé and a cover letter in which you:

Introduce yourself,

Highlight your relevant skills, training and experience,

Explain why you would like to work for YouthZone,

Describe what you would bring to the YouthZone community as a member of our team.

Email your application materials to careers@youthzone.com.