

JOB DESCRIPTION	
County of York  Integrated Medical & Behavioral Health Division	Clinical Director of Behavioral Health Status: Full-Time FLSA: Exempt Salary: \$100,000-\$124,000 /annual Reports To: Director of Behavioral Health and/or designee

Position Summary

The Integrated Medical Behavioral Health Division operates a continuum of care for adults with substance use disorder and co-occurring disorders, spanning detoxification, short-term and long-term residential treatment, halfway house, outpatient, and intensive outpatient (IOP) levels of care. The Clinical Director provides executive-level clinical leadership for this continuum, holding overall accountability for the quality, safety, regulatory compliance, and clinical effectiveness of all treatment programs and services.

Working in close partnership with the Medical Director, the Director of Nursing, and the Director of Behavioral Health, the Clinical Director translates organizational strategy into clinical operations — overseeing programmatic design and implementation, supervising clinical and counseling staff across residential and outpatient settings, and ensuring consistent, evidence-based, trauma-informed care across every point of the continuum. The Clinical Director is a standing member of the program's senior leadership team and serves as the primary clinical authority for admissions prioritization, level-of-care transitions, treatment plan oversight, and continuity of care.

This role carries responsibility for census and capacity management, budget and resource stewardship, staff development, quality assurance and performance improvement, and regulatory compliance with Maine Care, DHHS, and applicable state and federal standards. The Clinical Director is expected to exercise independent clinical and administrative judgment, model organizational values, and represent the continuum of care to referral sources, community partners, and oversight bodies.

Essential Duties and Responsibilities
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Direct clinical and case-related duties performed as part of ongoing leadership involvement in the continuum:

- **Treatment Plan & Assessment Oversight:** Reviews and approves participants' comprehensive assessments, provisional diagnoses, individualized treatment plans, and continued-stay reviews to ensure clinical soundness and regulatory compliance.
- **Admissions Collaboration:** Collaborates on admissions decisions and level-of-care placement, ensuring participants already engaged in the continuum receive priority when a change in level of care is clinically indicated.
- **Clinical Team Meetings:** Hosts and facilitates weekly clinical team meetings across residential and outpatient programs to review case progress, staffing needs, and program operations.
- **Discharge & Aftercare Planning:** Participates in and gives final approval on aftercare and discharge planning, including housing placement, outpatient step-down, case management, and continuity of care after program completion.
- **Modeling Clinical Practice:** Co-facilitates individual and group counseling sessions as a training and mentoring vehicle for developing staff (e.g., ADCA, CADC candidates), incorporating required assessments and documentation for funding, regulatory, and billing purposes.
- **Documentation & Billing Integrity:** Reviews assigned case documentation, unit logs, and billing submissions for completeness, accuracy, and compliance, and oversees staff use of designated authorization and billing systems (e.g., Kepro, Atrezzo).
- **Community & Stakeholder Engagement:** Conducts outreach and attends team meetings with referral and community partners — probation, bail commissioners, County government, law enforcement, and other stakeholders — to support coordinated care and appropriate referrals.
- **Crisis & Complex Case Consultation:** Serves as a clinical resource for complex, high-risk, or crisis situations, providing consultation and problem-solving support to clinical staff.

Clinical Leadership Responsibilities

- **Continuum Oversight:** Provides daily supervision and clinical oversight of all licensed substance use disorder treatment programs across the continuum of care, ensuring consistency of clinical practice across sites and levels of care.
- **Program Design & Implementation:** Leads the design, implementation, and ongoing refinement of treatment programming, curricula, and group offerings (e.g., substance use, mental health support, anger management, co-occurring disorders) aligned to client population needs and evidence-based practice.

- **Clinical Practice Standards:** Establishes and communicates expectations for clinical practice, group facilitation, and documentation standards to counseling and case management staff, and monitors adherence.
- **Evidence-Based & Trauma-Informed Care:** Champions the integration of evidence-based, gender-responsive, and trauma-informed treatment approaches throughout the continuum, including Motivational Interviewing (MI) and Cognitive Behavioral Therapy (CBT).
- **Interdisciplinary Coordination:** Works in tandem with the Medical Director, Director of Nursing, and Director of Behavioral Health to align clinical, medical, and operational decision-making and ensure seamless continuity of care.
- **Outcomes & Program Effectiveness:** Measures treatment outcomes and program effectiveness, and formulates data-informed recommendations for program changes, expansion, or reduction based on demonstrated need.
- **Site Monitoring:** Conducts routine site visits across continuum locations to observe program activities, milieu management, and general operations, and to identify areas for improvement.

Program Oversight and Quality Assurance
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- **Capacity & Utilization Management:** Oversees census, bed capacity, and utilization across the continuum; establishes and manages waiting lists as needed to maintain high utilization while supporting timely access to care.
- **Budget & Resource Stewardship:** Participates in budgeting and cost-control activities in relationship to program operations, working to maximize treatment slots and resource efficiency.
- **Quality Assurance & Performance Improvement:** Establishes and leads quality assurance / quality improvement (QA/QI) activities, including periodic chart and documentation audits, review of clinical incidents and grievances, and tracking of corrective actions.
- **Accreditation & Survey Readiness:** Maintains program readiness for state licensing surveys and accreditation reviews (e.g., CARF, Joint Commission, as applicable), coordinating corrective action plans in response to findings.
- **Grievance & Conflict Resolution:** Serves as a point of escalation for facility issues, participant grievances, and staff conflicts, applying sound clinical and administrative judgment to reach resolution.
- **Data & Reporting:** Compiles and reports on program performance, outcomes, and utilization data to senior leadership and, as required, to funders and regulatory bodies.

Staff Supervision and Development
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- **Supervisory Authority:** Provides direct supervision to clinical, counseling, and case management staff across residential and outpatient programs, including workload oversight and day-to-day performance management.
- **Clinical Supervision:** Conducts routine individual and group clinical supervision in accordance with licensure requirements, maintaining accurate clinical supervision logs.
- **Staff Development:** Oversees staff orientation, ongoing training, and professional development, including support for staff pursuing certification or licensure advancement (e.g., ADCA to CADC to LADC).
- **Performance Management:** Completes annual performance evaluations, provides coaching and corrective feedback, and participates in hiring, disciplinary, and personnel decisions in coordination with Human Resources.
- **Meeting Facilitation:** Facilitates weekly staff meetings spanning both residential and outpatient-based programming to align staff on expectations, policy updates, and program changes.
- **Coverage & Accessibility:** Provides on-call coverage, primarily via telephone, to support staff and resolve clinical or operational issues after hours.

Regulatory and Compliance Responsibilities

- **Regulatory Compliance:** Ensures continuum-wide compliance with Maine Care regulations, Maine DHHS licensing requirements, and other applicable state and federal behavioral health regulations.
- **Confidentiality & Privacy:** Ensures staff compliance with HIPAA and 42 CFR Part 2 confidentiality requirements governing substance use disorder treatment records.
- **Documentation Standards:** Holds clinical and counseling staff accountable to timely, accurate, and complete documentation in accordance with licensure, funding, and organizational requirements.
- **Risk & Incident Management:** Oversees identification, reporting, and follow-up of critical incidents, safety concerns, and risk issues within the continuum, escalating to senior leadership as appropriate.
- **Policy Development:** Contributes to the development, review, and revision of clinical policies and procedures to reflect current regulatory standards and best practice.
- **Ethical Standards:** Ensures clinical operations and staff conduct reflect the ethical standards required by licensure boards and organizational policy.

Qualifications

Education and Experience Requirements

Education

- Master's degree in psychology, counseling, social work, or a related behavioral health field preferred.
- Bachelor's degree in human services or a related field with equivalent relevant experience may be considered.

Experience

- Minimum of five (5) years of experience in substance use disorder treatment required, including significant residential treatment experience.
- Minimum of two (2) years of clinical supervisory or program leadership experience preferred.
- Demonstrated experience managing clinical programs within a regulated, multi-level continuum of care preferred.

Licensure/Certification Requirements

- Licensed Alcohol and Drug Counselor (LADC) required.
- Clinical Supervisor Certification (CCS) required.
- Independent clinical licensure (e.g., LCSW, LCPC) strongly preferred in addition to LADC.
- CPR and First Aid certification required or must be obtained within six (6) months of hire.

Preferred Training

- Training in Motivational Interviewing (MI) and Cognitive Behavioral Therapy (CBT) required.
- Gender-responsive treatment training preferred.
- Trauma-informed care training preferred.
- Training in clinical supervision methods and quality improvement methodology preferred.

Knowledge, Skills, and Abilities

- Advanced knowledge of evidence-based substance use disorder treatment theories, techniques, and co-occurring disorder treatment approaches.
- Demonstrated ability to lead, supervise, and develop a multidisciplinary clinical staff across multiple program sites and levels of care.
- Strong program management skills, including capacity planning, budget awareness, and resource allocation.
- Working knowledge of quality assurance and performance improvement methodologies, including chart audit and corrective action processes.
- Thorough understanding of Maine Care, DHHS, HIPAA, and 42 CFR Part 2 regulatory requirements applicable to substance use disorder treatment.
- Strong group facilitation skills and ability to engage diverse populations in group treatment settings.

- Understanding of gender-responsive and trauma-informed treatment principles.
- Excellent interpersonal, verbal, and written communication skills, including the ability to represent the organization to external partners and oversight bodies.
- Ability to establish and maintain effective working relationships with clients, families, staff, medical and nursing leadership, and community partners.
- Sound independent judgment and decision-making ability, particularly in crisis, risk, or high-stakes situations.
- Skilled in conflict resolution and problem-solving across clinical, operational, and interpersonal issues.
- Proficiency with electronic health records, authorization, and billing systems (e.g., Kepro, Atrezzo), and standard office software.
- Commitment to team-based collaboration and to fostering a supportive, multidisciplinary work environment.

Physical Requirements / Working Conditions

Work is performed across clinical settings within a secure correctional facility and/or Substance Abuse Recovery Center and may require regular travel between continuum sites as well as transportation services. Employees may be exposed to blood and blood-borne pathogens, infectious diseases, and hazardous materials, requiring strict adherence to safety protocols and use of personal protective equipment.

The role requires the ability to sit, stand, walk, and perform repetitive hand and arm movements for extended periods, as well as lift up to 25 pounds. Visual and auditory acuity, manual dexterity, and effective communication skills are necessary. This position requires flexible hours, including availability to respond to on-call situations or emergencies outside standard business hours, and the ability to maintain focus and sound judgment in a regulated, fast-paced, and potentially high-stress environment.

Other Duties

This job description is not intended to be an exhaustive list of all duties, responsibilities, or activities required of the employee. Duties may be modified or assigned as operational needs change, with or without notice.