



POSITION DESCRIPTION

Chrysalis is an Equal Opportunity Employer. It recruits and hires without regard to race, color, creed, religion, sex, national origin, age, veteran or disability status, sexual orientation, gender expression, or any factors prohibited by law and affirms in policy and practice to support equal opportunity in accordance with all applicable federal, state, and local laws.

Position Title: Chief Clinical Officer

Qualifications:

- Master's Degree in Counseling or Social Work and independently licensed with the state of Arizona as LPC or LCSW only
- Knowledge of domestic abuse and women's issues
- Demonstrated management and supervisory experience, preference given to previous domestic abuse counseling
- Excellent organizational and communication skills
- Experience with individual and group counseling
- Ability to develop and maintain positive professional relationships with staff, clients, volunteers, board of directors, and community agencies
- Ability to handle crisis situations

Responsibilities:

- Reports to the President/CEO
- Oversees all Clinical programs and leads the outpatient clinical team
- Supervises the Director of Residential Services, Outpatient therapist, Offender's Treatment Program Manager, Data Entry Clerk, and oversees and supervises the Agency's Intern Program
- Performs individual supervision as scheduled and group staffing/supervision weekly
- Provides crisis phone counseling, screening, assessment, and referrals as required
- Periodically monitors intake assessments, individual, and group counseling to ensure that all requirements are being met
- Ensures that services with other community agencies and donors are coordinated
- Completes required reports within designated timeframe
- Monitors Productivity data
- Follow and maintain all ethical and professional guidelines as set forth in Chrysalis' policies and procedures, licensure, and the Arizona Board of Behavioral Health Examiners
- Chairs the Policy and Procedure Committee; assist with the development and implementation of agency policies
- Oversees agency HIPAA compliance
- Attends training as outlined in Chrysalis' Training Plan
- Manages the Outpatient Services budget



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- Monitors contracts and licensure for compliance
- Ensures that programs are in compliance local, state, and federal requirements
- Maintains an appointment scheduling system to ensure that clients are seen within time frames dictated by contracting and funding agencies
- Verifies, signs, and turns in all staff time sheets bi-weekly
- Participates in scheduled supervision meetings with the President/CEO
- Ensures that client files are properly maintained and closed as required
- Liaison for OBHL, AZBBHE, RHBA, and all other grantors in regards to clinical audits, questions, and contracts
- Submits all reports and paperwork in a timely manner to ensure compliance with funding agencies' reporting requirements
- Recruits and hires new employees as required
- Provides initial clinical orientation new employees and interns
- Provides Agency clinical training as required
- Reviews outpatient personnel files to ensure currency of required documentation
- Addresses groups on issues of domestic abuse when requested (public speaking as well as media interviews)
- Member of the Senior Leadership Team
- Member of the Agency Leadership Team
- On-call for Agency Clinical Crises
- Maintains current CPR, First Aid Certification, and TB Testing
- Performs additional duties as required

Employee's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____

NOTE: Chrysalis Shelter for Victims of Domestic Violence, Inc. is an At-Will Employer and signing this position description in no way constitutes a contract of employment.