

Director of Clinical Services- job post

Cancer Support Community at Gilda's Club Rochester

255 Alexander St., Rochester, NY 14607

\$75,000 - \$83,000 a year - Full-time

Full job description

Cancer Support Community at Gilda's Club Rochester is seeking a highly organized and dynamic Director of Clinical Services who is licensed as a Mental Health Counselor (LMHC) or Clinical Social Worker (LCSW) in the state of New York.

The Director of Clinical Services will lead, manage, and coordinate Cancer Support Community at Gilda's Club Rochester's mental health programs with focus on clinical and support operations.

The position will provide overall oversight of all organizational members/ patients regarding the availability, clinical assessment, referral, intervention, and council for all mental health needs.

The Director of Clinical Services will oversee all mental health educational programs for members including "Ask the Expert", "Frankly Speaking About Cancer" series, and all other community supported educational events.

The Director of Clinical Services will interact with all Cancer Support Community at Gilda's Club Rochester audiences, including staff, independent program contractors, the professional community, members (clients) potential members, board members, donors, and volunteers.

The Director of Clinical Services will drive efforts to increase the organization's image, provide a quality program in full compliance with the agency philosophy and program standards. In addition, they will train and manage program staff, contractors, and volunteers.

The Director of Clinical Services will serve as an information leader, networking with our professional and medical program partners and potential new partners upholding the mission and philosophy of the organization.

Reporting to the CEO, he/she will work collaboratively throughout the organization to ensure that program engagement efforts are consistent with and supportive of Cancer Support Community at Gilda's Club Rochester overall strategic plan and vision.

Essential Duties and Responsibilities

- Organize and implement program areas in full compliance with agency and NYS mental health guidelines.
- Facilitate new member (client) meetings, support groups, wellness groups, family groups, networking groups, and the administration of Customized Membership Plans and other parts of the program as needed.
- Conduct 1:1 individual mental health therapy sessions for cancer patients and caregivers.
- Participate in community activities and clubhouse programs for the overall wellbeing of the members.
- Provide direct supervision to clinical service areas and support group facilitators.
- Keep accurate statistical and database records in accordance with coordinate Cancer Support Community at Gilda's Club Rochester policies.
- Prepare usage, trends, and demographics statistics reports and submit timely monthly program reports and internal data to the Chief Executive Officer.
- Recruit, train, manage, and evaluate program related staff, independent contractors, volunteers and interns to help implement the program.
- In conjunction with the Director of Programs and Volunteer Engagement, plan and co-facilitate appropriate family and youth programs as scheduled.
- Develop the budget for the clinical and support functions, including forecasts, formulation of program and project priorities and recommendation for expenditures and manage the program in a fiscally responsible manner.
- Oversee the creation and development of new program activities and initiatives that are focused on key geographic and/or demographic communities.
- Completes all other duties as assigned.

Qualifications

- Master's degree in social work
- NYS certification as a Licensed Mental Health Counselor (LMHC) or Licensed Clinical Social Worker (LCSW) in the state of New York
- Post-license experience, including individual and group settings preferred.

- Administrative and leadership skills.
- Demonstrated understanding and commitment to the Cancer Support Community at Gilda's Club Rochester mission and core values.
- Preferred but necessary knowledge of the local community, cancer support services, and organizations for outreach efforts and partnerships.
- A track record of being an effective verbal and written communicator.
- Computer literacy in Microsoft Office programs, especially Word and Excel.
- Leader committed to Cancer Support Community at Gilda's Club Rochester mission and excited about its growth and potential.
- Good listener and problem solver
- Hard working with a high energy level willing to work flexible hours, including evenings and occasional weekends (full time, 40 hours per week)
- A motivated self-starter of integrity who is committed to service and excellence.
- A team player who is flexible and creative
- Demonstrate ethical business practices, in conformance with all state and federal laws and regulations.
- Ability to multi-task and prioritize duties.
- Possession of a valid NYS Driver's license and a driver's record considered acceptable by agency and insurance carrier.

Physical Demands/Work Environment:

- Use hands to manipulate, handle, feel, and control items or equipment, including motor vehicle.
- Stand, sit, walk, bend, stoop, kneel, and reach.
- Climb up or down stairs.
- Able to reach above or below shoulders.
- Occasionally lift or move objects weighing up to 25 lbs.

- Sitting at a desk or in a vehicle for long periods of time to perform certain job functions.
- Be able to read write and interpret written documents.

Benefits

401(k)

Dental insurance

Health insurance

Life insurance

Paid time off

Professional development assistance

Vision insurance

APPLICATIONS

Apply online through Indeed or LinkedIn and include a cover letter with your resume. If you prefer to mail (or email) everything, please send to:

Carolyn Murray
Cancer Support Community at Gilda's Club Rochester
255 Alexander Street
Rochester, NY 14607

cmurray@cscrochester.org