

**TITLE: CLINICAL LEAD**

**SUMMARY:** Under the direction of the Program Director, the Clinical Lead provides services to consumers in the areas of general mental health, short term psychotherapy, crisis intervention, case management, clinical support and trainings, and other related services, including administrative support to the Program Director.

**REPORTING RELATIONSHIPS:** This position reports to the Program Director.

**STATUS:** Full-time, Non-Exempt

**DUTIES AND RESPONSIBILITIES:**

1. Maintain an ongoing caseload primarily short-term Psychotherapy clients.
2. Assist consumers to identify and meet goals.
3. Link consumers with other appropriate service providers as well as medical related services.
4. Provide individual and group assistance to consumers.
5. Complete case files and appropriate paperwork as required, including intake assessments.
6. Provide clinical support on basic tasks to staff, as requested by supervisors.
7. Provide administrative support to the Program Director as requested.
8. Uphold MHA's treatment philosophy and policies.
9. Consult with Program Director and other staff, as necessary.
10. Attend weekly staff meetings.
11. Participate in training of medical covered services and events as appropriate.
12. Perform related duties as assigned and/or required.

**QUALIFICATIONS:**

1. Master's degree in social work or related behavioral science and license eligible.
2. An understanding of serious mental illness and psychotherapy.
3. Agreement with and adherence to the principles of psychosocial rehabilitation.
4. One-year previous social work experience.
5. Able to read, write, and understand English (Vietnamese, Spanish or Farsi may be required).
6. Able to relate to people with diverse cultural backgrounds.
7. COVID-19 vaccination and booster are preferred.

**PHYSICAL DEMANDS:**

1. Sit/Stand: Stationary position at least 90% of the time.
2. Move: Occasionally move about the inside of the office to access filing cabinets, office machinery, etc.
3. Operate: Constantly operate a computer and other office productivity machines, such as a calculator, copy machine, and computer printer.
4. Communicate: Frequently communicates with clients and staff who have inquiries; must be able to exchange accurate information in these situations.
5. Ability to lift a minimum of twenty pounds.
6. Occasionally transport clients in personal vehicle.

*Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

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