## JOB DESCRIPTION

| **Title** | DIRECTOR OF CLINICAL AND PARTICIPANT SERVICES |
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| **Reports To**  | EXECUTIVE DIRECTOR |

**Job Purpose**

[Organization Name] is a(n) [Insert Type of Organization] with the aim of providing [Insert Organization Purpose/Goals] to [Insert Clientele] by [Insert Method(s) of Providing Services]. [Insert any other Information about the Organization’s Mission/Purpose/Goals]

The Director of Clinical and Participant Services is responsible for overseeing and developing the Clinical department including hiring, supervision, evaluation and scheduling. This position develops, plans, and implements strategies for program continuation and growth. They also provide clinical training to clinical staff and interns. With their positive and supportive attitude toward [Organization Name] and its overall success, the Director of Clinical and Participant Services provides both clinical and personnel supervision of the clinical staff.

**Responsibilities**

Overall Responsibilities include:

* Create clinical department strategy and plans in accordance with business standards to ensure good service and growth.
* Take charge of budgeting and resource allocation.
* Plan and direct all patient-care and administrative activities and programs.
* Recruit employees to guarantee that the department is stocked with qualified individuals.
* Create schedules and assign cases to all staff.
* Coordination and supervision of personnel who provide positive criticism.
* Provide clinical training and chances for ongoing development to employees.
* Employee performance should be evaluated and disciplined as needed.
* Compliance with legal rules, corporate regulations, and quality standards must be monitored.
* Additional duties as required.

**Key Qualifications and Competencies**

* Bachelor’s Degree in clinical administration, medical science, psychology, or a related discipline; MSc/MA preferred
* Proven experience as a clinical director or equivalent managerial expertise
* Experience in clinical supervision and program management
* Solid understanding of budgeting, resourcing, and performance evaluation procedures
* Excellent grasp of clinical standards (e.g., ISO) and legislation
* MS Office and computer system proficiency (e.g. patient management software)
* Strong organizational and planning skills
* Ability to think globally, solve problems and have good decision-making skills, including critical thinking skills
* Demonstrated high level of judgment, tact, and diplomacy in interacting with a wide variety of internal and external stakeholders.
* Excellent interpersonal and communication abilities
* Outstanding organizational and leadership abilities
* Ability to resolve challenges and conflicts

**Working Conditions**

* This position is based in an office/clinical environment.
* The standard workweek for this position is [insert #] hours.
* Hours worked outside of the standard work schedule may be required.
* Periods of extended sitting may be required.
* This position is subjected to high pressure due to work volume, numerous competing demands, time sensitive schedules and goals, dynamic priorities, interruptions and an overall fast pace.
* Formal COVID-19 precautions are in place for employees.