



## **CLINICAL MANAGER ACADIA FAMILY CENTER**

Acadia Family Center (AFC) in Southwest Harbor, Maine, seeks a full-time clinical manager to provide management, clinical supervision and direct counseling services. AFC is a nonprofit organization committed to the long-term recovery of individuals and families suffering from alcohol abuse, substance abuse, and/or mental health disorders. The clinical manager is an essential member of the Center's leadership team.

### **Organizational overview**

The Acadia Family Center serves the Mount Desert Island region as an outpatient treatment agency and provides therapeutic/counseling programs for individuals and family members in recovery from substance use and related mental health disorders, prevention education outreach and supportive community partnerships. AFC's services include:

- Individual counseling
- Medication Assisted Treatment (MAT)
- Group therapy
- Art therapy
- Trauma therapy
- 12-Step meetings
- Driver Education and Evaluation Program
- LGBTQ-affirming therapy

In addition to providing high-quality treatment, AFC is devoted to raising awareness about the use of alcohol, drugs, other addictive substances, and the common co-occurrence of a mental health disorder. Additional information about AFC can be found at <https://www.acadiafamilycenter.org/>.

### **Position requirements**

To be eligible for consideration, applicants must have:

- Current licensure in Maine as a Clinical Psychologist, a Licensed Clinical Social Worker (LCSW) or a Licensed Clinical Professional Counselor (LCPC)
- At least one year of clinical experience in substance abuse treatment
- A minimum of 60 hours of alcohol and drug education within the last five years
- Credentials and/or training and/or experience in supervising staff in the provision of services to patients with co-occurring disorders
- Clinical Supervisor Certification by the Maine State Board of Alcohol and Drug Abuse Counselors

### **Role and responsibilities**

The clinical manager reports to the executive director and oversees a clinical team of four counselors treating patients with mental health and substance use disorders. The manager will spend approximately 15-20 hours per

week on supervisory and management duties and the remainder providing direct counseling services. Specific responsibilities of the clinical manager position include but are not limited to:

#### *Clinical*

- Perform assessments of potential clients referred to the team
- Evaluate and make decisions about treatment options, including discharge based on accepted standards of care
- Perform risk assessments and advise other team members on risk-related issues
- Provide direct contact and/or virtual counseling in the form of one-to-one and/or group counseling consistent with accepted standards of care
- Make clinical judgments for appropriate treatment options based on needs assessments
- Maintain clinical documentation/records of all clinical activity consistent with and in compliance with all state, federal and other pertinent regulatory agencies
- Arrange and direct regular counseling team meetings to address AFC-related clinical updates/issues
- Assist in establishing strong supportive peer networks
- Ensure that counseling is delivered in compliance with state, federal and accepted standards of care guidelines and regulations

#### *Supervision and training*

- Provide regular clinical supervision as required at a minimum by applicable regulatory agencies
- Provide clinical supervision to interns
- Oversee the counseling team's documentation/records of all clinical and billing activity consistent with and in compliance with all regulatory agencies and insurance carriers
- Identify the team's professional development and training needs
- Ensure each team member is in compliance with professional licensing requirements
- Attend trainings as may be required/requested by AFC and/or regulatory agencies

#### *Management, Policy and Service Development*

- Ensure achievement of the counseling team's performance goals
- Provide input in the development, implementation, and review of operational policies
- Define and monitor best practice within the service
- Recommend service modifications based on changes in legislation, regulations and needs
- Collect/review data to monitor/improve counseling productivity activity
- Recommend corrective action plan(s) as needed regarding counselling incidents, patient complaints or safety issues
- Oversee waitlist, maintained by the front office manager, and determine improvement mechanism(s) for waiting times
- Perform annual performance reviews for all clinical team members

- Participate in annual performance review with the executive director
- Assist with budget preparation, with the executive director and director of finance and operations as requested
- Participate in AFC's leadership team meetings

### **Compensation**

AFC's new clinical manager will earn a competitive salary commensurate with experience and a comprehensive benefits package including health, retirement and HSA.

### **Nondiscrimination**

Acadia Family Center does not discriminate against any person on the basis of race, national origin, ancestry, public assistance, ethnic background, religion, marital status, economic class, age, disability or handicap (mental or physical), sex, creed, veteran status, sexual orientation, gender identity/expression and any other legally protected characteristics in admission or participation in its programs, services and activities, or in employment. AFC complies with all applicable national, state and local laws pertaining to nondiscrimination and equal opportunity and will take "affirmative action" measures to ensure the enforcement of its policies.

### **To apply**

Interested candidates should submit a cover letter and resume to Starboard Leadership Consulting at the following address: [search2@starboardleadership.com](mailto:search2@starboardleadership.com). The cover letter and resume should contain detailed information concerning work experience, past successes, professional credentials and qualifications. Please be prepared to provide contact information for professional references upon request.

Paper copies may be sent to Jessica Weiner, Starboard Leadership Consulting, 84 Harlow St., Suite 4, Bangor, ME 04401, but **electronic submission of materials is preferred**. No phone inquiries, please. Applications will be considered on a rolling basis.