



POSITION TITLE: Director, Chicago Psychoanalytic Institute Treatment Center

REPORTS TO: President

POSITION STATUS: .75 FTE (flexible)

POSITION SUMMARY:

Under the supervision of the President, the Treatment Center Director provides clinical and administrative leadership for all clinical services provided to adults, adolescents and children and for the activities that implement the mission of the Treatment Center. The Director manages employed and contracted therapists, supervisors and the Clinic Administrative Assistant. The Director is responsible for general Center operations and for overseeing development and use of Center resources.

QUALIFICATIONS AND EXPERIENCE:

- Mental Health Professional currently licensed in Illinois
- Advanced clinical skills providing psychoanalytic psychotherapy
- Experience in a clinical administrative capacity
- Working knowledge of office technologies, including Microsoft Office and Google Suite, phone systems and video conferencing

POSITION REQUIREMENTS:

- Demonstrated ability to maintain high clinical and ethical standards
- Strong oral and written communication skills
- Strong skills in managing staff of different levels to support the service orientation of the Center
- Ability to manage and prioritize clinical and administrative responsibilities, take initiative and function independently

DUTIES AND RESPONSIBILITIES:

- Oversees all policies and programs that implement the mission of the Treatment Center as expressed by the President and Board of Trustees
- Provides clinical and administrative leadership, including staff development activities, and oversight for the Treatment Center with support of Clinical Specialists
- Determines clinical staffing, assigns work and assures appropriate treatment and supervision plans are established and implemented in accordance with patient needs

- Establishes and oversees policies and procedures for evaluation of referrals for adult, adolescent and child psychoanalysis in conjunction with Clinical Specialists
- Recruits, hires, trains, supervises (or oversees supervision) and evaluates (or oversees evaluation) therapists, interns and student trainees and maintains current credentials, accordingly
- Establishes and monitors health information records to assure compliance with professional standards, HIPAA and other applicable laws and regulations
- Establishes a system of program and service evaluation, including record-keeping, and monitors clinical outcomes to assure high quality of treatment and service are provided
- Develops and oversees specialty services and programs, including services provided in the schools and community sites
- Prepares, implements and manages program budget
- Oversees revenue cycle management including setting fees, and monitoring billing and accounts receivable in coordination with Clinic Assistant as applicable
- Engages in development and fund-raising activities, in coordination with Institute, to insure coverage of Treatment Center expenses
- Implements a marketing plan to increase referrals to the Treatment Center to meet annual program targets, including expanding in-network participation with managed care providers
- Plans and sets strategic direction for the Treatment Center with the President
- Represents the Treatment Center and promotes its mission within the community at large through outreach, speaking events, clinician and agency relationships and community boards
- Other duties as assigned