



MY SISTERS' PLACE JOB POSTING

Date: August 2019
Job Title: Senior Director of Clinical Services
Job Classification: Regular Full-Time, Exempt
Position Reports To: Chief Program Officer

My Sisters' Place (MSP) is looking for a dynamic individual who can join our team as we continue to implement our strategic plan. This is a pivotal and exciting time to provide leadership, working creatively to further develop and effectively incorporate our goals and objectives and impact change on a local, state and national level. The Senior Director of Clinical Services (SDCS) plays a significant role in all aspects of client-facing programs and the development and management of agency-wide best practices, policies and protocols. The SDCS will identify opportunities to leverage cross-program strengths and enhance community wide partnerships.

Responsibilities:

Guiding Principles

- Promote a professional and supportive culture that embraces the mission and guiding principles of the agency
- Identify approaches and trainings and/or tools needed for positive movement/infusion of our guiding principles.

Strategic Planning

- Participate in on-going Strategic Planning implementation with Chief Executive Officer (CEO), Senior Staff and Directors to:
 - Update employee onboarding policies, protocols, best practices and evaluative tools
 - Provide leadership and support to strategic planning working groups

Program Clinical Management

- Develop protocols and oversee/supervise trauma-informed clinical services
- Provide evidence-based short-term clinical strategies/ interventions
- Administer, and oversee the administering of, clinical screening tools to identify childhood/adult trauma and symptoms of other possible diagnoses requiring more intensive treatment/referrals.
- Strengthen mental health referral pipeline, including developing cooperative relationships with outpatient, intensive outpatient, and in-patient programs, as well as public and voluntary agencies, programs, services and facilities in and around Westchester County
- Participate in interdisciplinary team conferences, reviewing treatment and case plans, case monitoring and discharge planning, pursuant to sound professional practice and to federal and state guidelines
- Provide regular and ongoing supervision to program staff; provide professional development opportunities and tracks, and consistently evaluate employee performance
- Participate in staff committees, program planning, conferences and meetings
- Provide presentations and/or represent the agency at specific events and meetings as well as at community conferences/forums
- Facilitate/participate in trainings and unit meetings.
- Complete required case records, reports and statistics within mandated timeframes, utilizing data/evaluation platforms to support grant funding applications, reporting and renewals

- Research best practices and implement across departments as applicable
- Perform other duties as assigned

Financial Management

- Work closely with Finance, Development and Program staff on contracts and grants management
- Manage program budgets, including monitoring expenditures throughout the year
- Provide input to the agency's annual budget process

Public Relations/Fund Development

- Work collaboratively with CEO & Chief Development Officer (CDO) to engage and cultivate stakeholders and donors
- Work closely with CEO and CDO on integration of strategic planning directions/goals with funding opportunities and resource development
- Work with all senior management to contribute to short and long-term strategic approaches

Qualifications:

- Licensed Clinical Masters of Social Work or related degree; five years clinical practice experience and three to five years supervisory experience essential
- Strong analytical, organizational, problem-solving and leadership skills
- Experience working with social and legal service organizations and knowledge of domestic violence/victimization/women's issues strongly preferred
- Ability to promote integration across agency departments
- Strong and passionate written and oral communication skills
- Technology proficiencies including using Excel, Apricot and other web-based platforms.
- Excellent interpersonal skills
- Spanish proficiency preferred
- Requires occasional flexible hours, including early mornings/evenings/weekends
- While performing the duties of the job, the employee must possess the ability to communicate with staff and clients, and to occasionally lift files and/or move up to 10 pounds
- Valid driver's license and reliable, insured transportation a must

Key Performance Criteria:

- External and Internal client service and satisfaction
- Financial metrics – controlling spending and adhering to budgets
- Providing timely and appropriate supervision and guidance to managers

About My Sisters' Place:

MSP has evolved from a small, grassroots organization into a holistic agency touching the lives of more than 10,000 individuals each year. For over four decades, our programs have evolved and include a 24-hour hotline, emergency residential shelter, adult counseling, legal services, children's services, and an extensive community education and training outreach program. MSP values you, your growth and contributions and believes that an effective, broad-based movement for social transformation must be rooted in anti-oppression principles as we work towards a more just and equitable society.

My Sisters' Place strives to end domestic violence and human trafficking through comprehensive services, advocacy, and community education. MSP works to create a world in which every individual has the basic human rights to be free from gender-based violence and to engage in relationships that embrace the principles of respect, equality, and safety.

To apply, please send resume and cover letter by e-mail to gmcdaniel@mspny.org.

My Sisters' Place policy prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender identity, disability, and national origin in employment and delivery of services.

My Sisters' Place is a 501(c)(3) not-for-profit.

Guiding Principles

We are always advocates:

- **Transformative:** We strongly believe that integrating a world-changing approach into all areas of our work is essential to ending domestic violence and human trafficking. We do this with our clients, through individualized collaboration; in the community, through teen prevention and adult education; and on an institutional level, through legislative and public policy work.

We are client-centered:

- **Trauma-informed:** We acknowledge that trauma looks different for every person. We view each client as an autonomous individual with varied experiences and a complex spectrum of needs that we approach in multiple ways.
- **Compassionate:** We support clients' decisions about their lives with empathy and without judgment, and honor their stories.
- **Safety:** We are committed to maximizing our clients' physical and emotional safety, through shelter, safety planning, and legal resources.

We act with integrity:

- **High Quality of Client Care:** We aspire to the highest standards of service, best professional practices, and ongoing education. We are accountable to do what we say we are going to do.
- **Confidential:** We safeguard information entrusted to us by our clients and honor their decisions about what and when to share.
- **Ethical:** We act honorably and ethically at all times and put the client first, even when navigating challenging situations.
- **Open-minded:** We are not tied to one particular outcome. With humility, we recognize that we might not be right all the time, and we listen attentively and inquisitively.

We are collaborative:

- **Innovation:** We continually re-envision strategies to help our clients surmount individual and systemic obstacles and maximize our impact despite limited resources.
- **Partnership:** We partner with our clients and MSP colleagues across departments and roles to coordinate services and incorporate interdisciplinary perspectives.
- **Resourcefulness:** We creatively identify potential allies and nurture relationships with other governmental and non-governmental local, state, and federal agencies.

We are anti-oppression: MSP believes in the equality of all people. We recognize that our clients come to us while navigating different structural and social injustices that affect their experiences of survivorship. We also understand that this work requires an ongoing commitment to developing the language and tools we need to undo institutional oppression.

- **Anti-racist:** We are committed to understanding and addressing how systemic racism, including internal and external policies, impacts our clients' lives.
- **Anti-heterosexist:** We reject gender-stereotyped roles that produce inequality in relationships. We serve individuals of all genders, sexual orientations, and gender identities.
- **Anti-ableism:** We recognize the unique barriers and vulnerabilities faced by survivors with physical and emotional disabilities and offer a consistent standard of care for all our clients.
- **Anti-classism:** Violence impacts people from all socioeconomic backgrounds. We reject the idea that poverty is the cause of violence or that affluence can prevent it. Our services are available and free for everyone.
- **Pro-Immigrant:** MSP stands with immigrant survivors, and provides services and advocacy regardless of country of origin or immigration status.
- **Pro-Language Access:** We provide services in the preferred language of each client.