

| <b>Position Description</b>  |   |                           |                   |
|--|---|---------------------------|-------------------|
| <b>Job Title:</b>  | <b>Clinical Manager of Programs</b>   | <b>Department:</b>        | Clinical          |
| <b>Location:</b>   | Evanston and Wilmette   | <b>Travel Required:</b>   | Yes               |
| <b>Salary/Hourly Range:</b>  | \$58-65K  | <b>Employment Status:</b> | Full-time, Exempt |
| <b>Date Position Available:</b>  | Immediately   | <b>Hours:</b>             | 40/week           |
| <b>Date posted:</b>  | October 29 <sup>th</sup> , 2023   | <b>Posting Expires:</b>   | N/A               |
| <b>External posting URL:</b>   | <a href="https://itachicago.org/careers/">https://itachicago.org/careers/</a> |                           |                   |
| <b>Applications Accepted By:</b>   |   |                           |                   |
| <b>E-MAIL:</b><br>Careers@itachicago.org<br>Subject Line: Clinical Manager of Programs   |   | <b>MAIL:</b><br>N/A       |                   |
| <b>Job Description</b>   |   |                           |                   |
| <p><b>JOB SUMMARY</b></p> <p>This role assists the Clinical Director in ensuring a high quality of service is provided to all Programs and Clients, including the day-to-day coordination of clinical research and growth of ITA’s Musical Bridges to Memory™ program. The clinical manager of programs will support the professional development of creative arts therapists and assess the clinical training needs of those under their supervision. In coordination with the Clinical Director, the Clinical Manager of Programs will focus on client care and supporting clinicians through supervision while staying abreast of best practices, ethics and law. This position also serves as a Creative Art Therapist, with up to 5 hours of direct client contact per week.</p> <p><b>ROLE AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Ensures compliance of ITA’s private therapy services with HIPAA, Illinois Mental Health Codes and the American Counseling Association (ACA) in addition to the ethical codes of conduct set forth by the national Creative Arts Therapy Associations and ACA for the purposes of ethical clinical practice and insurance billing.</li> <li>• Remains current on changes in HIPAA and laws related to providing mental health services and communicates updates to staff.</li> <li>• Recruits and manages creative arts therapists; evaluates and provides on-going performance feedback to employees. Supervises day-to-day work of therapists that may include a mix of community and school programs and ITA outpatient clinics (e.g., adult day programs, behavioral health units, private therapeutic day schools, etc.).</li> <li>• Provides clinical supervision of therapists.</li> <li>• Provides ongoing, regular feedback and evaluation to clinicians on the quality and timeliness of their clinical work as well as their caseload. Also solicits feedback from clinicians regarding supervision and whether needs are being met.</li> <li>• Actively approaches community work from a systems view, seeks to understand complexity, needs, and risks of systems to improve therapist delivery of care, and develops supportive plans to ensure high quality of service for clients within these complex systems.</li> <li>• Communicates any concerns about quality of clinician’s work to Clinical Director in a timely manner.</li> <li>• Helps clinicians identify professional development goals for the year, and collaboratively monitors progress toward those goals.</li> <li>• Designs and coordinates the delivery of new programs and services.</li> </ul> |   |                           |                   |

- Coordinates delivery of Musical Bridges to Memory™ dementia research and replication program under the direction of COO and Clinical Director. Prepares monthly reports and meets with planning team and research team. Prepares timeline and project deadlines for music therapy team.
- Directs the design and content of marketing materials as needed.
- Support the intake team in client placement
- Functions as a creative arts therapist, responsible for a caseload of 5 client sessions per week
- Provides training and workshops as needed for ITA staff and outside professionals.
- Maintains presence in one professional networking group outside of ITA.
- Completes required reports at the request of the COO and Clinical Director.
- Maintains up-to-date knowledge of community providers and potential client referrals.
- Actively works to expand ITA's network and presence in the greater Chicagoland area.
- Strictly adheres to ITA's policies and procedures.
- Maintains and promotes quality assurance standards, including, but not limited to, the American Counseling Association Codes of Ethics and Standards of Practice/Codes of Ethics within each Creative Arts Therapy field.
- Other duties or projects as assigned

## **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Master's Degree in a Creative Arts Therapy field
- Professionally credentialed in one of the Creative Arts Therapy fields
- Licensed in the state of Illinois as an LCPC, LCSW or clinical psychologist (preferred)
- Minimum of 5 years professional clinical experience
- Minimum of 2 years' experience in leadership role

## **COMPETENCIES AND PREFERRED SKILLS**

- Flexible and adaptable in a mobile environment with evolving needs and priorities.
- Passion for serving ITA's mission.
- Passion and experience working with individuals with dementia and caregivers.
- Solution-focused with a positive attitude.
- Understands and strictly adheres to the ethical codes of the creative arts therapy professions and the American Counseling Association.
- Strong leadership skills.
- Excellent communication skills: persuasive writing and oral communication.
- Creativity in developing new programs and services.
- Ability to work collaboratively with colleagues.
- Excellent organizational skills and attention to detail.
- Proficient in Microsoft Office suite with intermediate skills in Microsoft Excel.

## **WORKING CONDITIONS (TRAVEL, WEEKEND OR EVENING HOURS, OFF-SITE WORK)**

- Position may require the ability to move or lift objects.
- Prolonged sitting and regular and consistent use of the computer keyboard and mouse will be necessary.

There will be an expectation of working weekends and/or 1-2 evenings per week. Weekly travel between clinic sites. Providing creative arts therapy may require sustaining physical postures or positions for a sustained period of time including kneeling and standing. May also require the ability to move or lift objects and providing physical assistance to clients. Prolonged sitting and regular and consistent use of the computer keyboard and mouse will be necessary in order to complete administrative work.

## **ADDITIONAL NOTES**



This is an opportunity to join and help grow a nationally recognized organization that has distinguished itself in the use of integrated arts approaches to help children, adults and families to improve functioning related to psychological, developmental, physical or cognitive factors. Founded in 1975 and established as an independent nonprofit organization in 2015, the **Institute for Therapy through the Arts (ITA)** is one of the few comprehensive community-based arts therapy programs in the United States to offer four creative arts treatment modalities – **Music Therapy, Drama Therapy, Art Therapy, and Dance/Movement Therapy.**

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|-------------------------|---------------|--------------|------------------|
| <b>Created By:</b>      | Jeffrey Wolfe | <b>Date:</b> | October 31, 2023 |
| <b>Approved By:</b>     |               | <b>Date:</b> |                  |
| <b>Last Updated By:</b> |               | <b>Date:</b> |                  |