



Recover your Passion \* Recover your Purpose  
Beit T'Shuvah is a licensed nonprofit drug and alcohol residential recovery organization

## Assistant Clinical Director

FLSA EXEMPT

### POSITION DESCRIPTION

#### BASIC FUNCTION

Assists the Clinical Director in ensuring appropriate clinical care treatment of all residents

#### RELATIONSHIP

Reports directly to the Clinical Director

#### ESSENTIAL FUNCTIONS

- Assists with directing clinical, counseling and related services for the purposes of enhancing residential treatment
- Oversees the Clinical Management team
- Works with Director of Clinical Training and the Program Coordinator on the direction for both the men's and women's programs, including program planning and development
- Works with Program Coordinator to ensure that the treatment needs of all clients are being met and documented including spiritual counseling, 12-step support and psychotherapy
- Facilitates groups as needed
- Counsels individual clients as needed
- Assists with training and support of clinical staff
- Oversees Family Program to coordinate patient care
- Develops curriculum and coordinates in-service training and education to staff
- Interfaces with other departments (Alternative Sentencing, Prevention)
- Assists with ensuring that all clinical staff are properly performing and documenting their assessment and treatment services per regulatory and financial requirements
- Ensures compliance with all ethical and legal standards
- Determines the best collaborative relationships and services to utilize for referral purposes and serves as a liaison with the external professional and resources
- All other appropriate duties as assigned

**EDUCATION/LICENSE AND MINIMUM REQUIREMENTS**

- Masters Degree
- Current CA Licensed Clinician with supervisory capacity
- Minimum 5 years experience
- Addiction treatment experience preferred

**TYPICAL WORKING CONDITIONS** – No general exposure to heat, cold, fumes, chemicals, allergens, mold.

PHYSICAL WORK - Incumbent in this class performs work involving frequent sitting, standing, stooping and walking while performing essential function.

**Analysis of Physical Demands**

**Key (Based on typical week):**

N=Never

R=Rarely (Less than 1 hour per week)

O=Occasional (1%-33% of time)

F=Frequent (34%-66% of time)

C=Constant (over 66% of time)

Activity	Frequency						Activity	Frequency					
	N	R	O	F	C	N		N	R	O	F	C	N
Lifting/Carrying							Twisting/Turning				X		
Under 10 lbs				X			Reach over shoulder				X		
11-20 lbs			X				Reach over head				X		
21-50 lbs	X						Reach outward				X		
51-100 lbs	X						Climb	X					
Over 100 lbs	X						Crawl	X					
							Kneel			X			
Pushing/Pulling							Squat			X			
Under 10 lbs				X			Sit				X		
11-20 lbs			X				Walk-Normal Surfaces					X	
21-50 lbs	X						Walk-Uneven Surfaces	X					
51-100 lbs	X						Walk-Slippery Surfaces		X				
Over 100 lbs	X						Stand					X	
							Bend			X			
Driving		X											
Automatic Trans													
Standard Trans													
Other													
Keyboard/Ten Key				X									
Fingering (fine dexterity)				X									
Handling (grasping, holding)				X									
Repetitive Motion - Hands				X									
Repetitive Motion - Feet			X										

**RECEIPT OF JOB DESCRIPTION:**

I have read and understand the job description duties listed for \_\_\_\_\_

and have received a copy.

\_\_\_\_\_  
**(Job Title)**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Manager Signature**

\_\_\_\_\_  
**Date**

## Job Appraisal

\_\_\_\_\_ 90 Day

\_\_\_\_\_ Annual

Instructions: Evaluate employee's work performance in relation to essential functions and requirements of the job description. Evaluate the performance for each section using the performance rating scale. Use comments to justify each score. This appraisal form must be completed and processed in accordance with Human Resources policy. When preparing this appraisal, take into account all relevant documentary evidence (i.e. prior appraisal, disciplinary action forms, time and attendance history, etc.).

### PERFORMANCE RATING SCALE:

- 4- EXCEEDS EXPECTATIONS - Performance clearly exceeds position requirements. Is recognized as a role model for their performance and contributions. Consistently seeks opportunities to improve processes and services. The significant contributions of these individuals are easily identifiable.
- 3- GOOD - Performance generally exceeds position requirements. Frequently takes initiative in exploring new opportunities in areas of their position.
- 2- MEETS EXPECTATIONS - Performance is effective in all requirements of the position. Consistently achieves expected results and objectives.
- 1- BELOW EXPECTATIONS - Performance is below expectations and improvement is needed in some areas of the job. Expected results and objectives not always consistently achieved.
- 0- UNSATISFACTORY - Performance is below standard and improvement is needed in some significant areas of the job for sustained employment

### Core Values Factors: Rating (0 – 4) Comments:

- 1. Being the Best – Consistently demonstrates a commitment to the high standards of performance, quality and customer satisfaction. \_\_\_\_\_
- 2. Accountability – Consistently demonstrates the ability to effectively administer all BTS policies and procedures and to meet operational standards and benchmarks. \_\_\_\_\_
- 3. Teamwork - Consistently demonstrates the ability to cooperate, partner and collaborate with others to achieve shared goals and objectives. Establishes relationships with both internal and external customers to enhance the team and achieve the strategic plan. \_\_\_\_\_
- 4. Integrity - Consistently demonstrates a high standard of ethics, compliance and values. \_\_\_\_\_
- 5. Professionalism – Seeks out and accepts feedback from others. Identifies opportunities for self improvement / professional certification, and has the ability to adapt to change. \_\_\_\_\_
- 6. Learning – Demonstrated commitment to personal development and continuous self-improvement.

\_\_\_\_\_

### General Performance Factors Rating (0 – 4) Comments:

- 1. Quality – Employee's work is accurate, thorough, neat and organized. \_\_\_\_\_
- 2. Productivity/efficiency – Employee produces a significant volume of work in an efficient manner. \_\_\_\_\_
- 3. Job Specific knowledge – Employee possesses technical, clinical and practical knowledge required to perform his/her duties. \_\_\_\_\_

- 4. Independent Action – Employee can be relied upon to complete tasks and work independently with little assistance. \_\_\_\_
- 5 Availability – Employee adheres to prescribed work breaks/meal periods and has an acceptable overall attendance record. \_\_\_\_
- 6. Compliance with Policy – Employee follows all policies and procedures. \_\_\_\_
- 7. Service Excellence –Continually strives to exceed BTS Standards and customer expectations. Anticipating the needs of others (patients / customers) and responding promptly, delighting the customer. \_\_\_\_
- 8. Communication – Relates his/her messages and opinions effectively to both co-workers and external organizations. \_\_\_\_
- 9. Time Management – The extent to which the employee organizes and manages their time effectively and efficiently. \_\_\_\_
- 10. Other Performance Considerations – Includes goals, accomplishments, projects completed, special contributions, etc. over the past year, as well as intangible considerations. \_\_\_\_

Appraisal Rating Total Points: \_\_\_\_\_

**STRENGTHS AND OPPORTUNITIES FOR GROWTH:**

In the space below, please comment on the employee’s strengths and identify opportunities for growth and improvement in the performance of duties. THIS AREA SHOULD ALSO BE USED TO RECORD FUTURE GOALS.

**A. Goals / Achievements / Projects / Accomplishments since last review:**

- 1 .
- 2.
- 3.
- 4.

Overall percent of completion of goals / contributory achievements for the prior year: \_\_\_\_\_%

**B. Opportunities for Improvement:**

- 1 .
- 2.
- 3.
- 4.

**C. Goals and Objectives:**

- 1 .
- 2.
- 3.
- 4.

**D. Overall Evaluator Comments:**

---



---



---



---



---

**E. Employee Comments (Optional):**

---

---

---

---

---

**Required Signatures:**

I understand my signature below indicates that I have read the completed performance appraisal report, and discussed it with my supervisor.

---

**Employee Signature**

---

**Date**

---

**Manager Signature**

---

**Date**

---

**Human Resources Signature**

---

**Date**