

## **Access 304**

207 S. Princess St, Shepherdstown, WV 25443  
Mailing Address: PO Box 1402, Shepherdstown, WV 25443  
Phone: 681-900-3002 Fax: 304-974-0405  
www.access304.org

---

**POSITION TITLE:** Clinical Director

**REPORTS TO:** Executive Director

**HOURS:** 16-40 hours/week

**EMPLOYMENT STATUS:** Exempt Full time or Part time (25 - 40 hours week)

**SALARY:** Range based on experience

### **POSITION SUMMARY**

The role of the Clinical Director will be to oversee clinical practice of trainees and pre-licensed clinicians by engaging in training and supervision of students and clinical staff, offering support in weekly didactics, supervision for those pursuing licensure, and to support clinical efforts of Access 304. An individual in the Clinical Director position can work full or part time, as few as 16 hours per week, up to 40 hours. Depending on the number of hours the Clinical Director works (full time vs part time), they can carry their own therapy caseload. The clinician in this capacity will work as a W-2 employee and be able to provide services for kids, teens and adults in the community.

### **Job Qualifications:**

- Position requires a license in good standing in counseling, social work, marriage and family therapy, or clinical psychology.
- Minimum of three years post licensure experience
- Completed degree from an accredited institution.
- Experience in a supervisory position is preferred.

**Certificates and Licenses:** License to practice independently in West Virginia

### **Essential Job Functions:**

- Provide direct supervision of clinicians and interns
- Review clinical documentation for supervisees, and sign notes as needed
- Train and mentor supervisees and interns by providing individual and group supervision
- Assign cases to clinicians and maintain waitlist
- Provide therapy services as necessary, as well as support clinical operations outside of individual therapy

- Excellent communication skills, network, writing, problem solving, and team-building skills.
- Desire to collaborate with community agencies outside of Access 304
- Must have flexibility, excellent interpersonal skills, self-motivation and initiative.
- Must work well with staff and have a desire to remain introspective in matters regarding inclusivity and antiracism
- Proficient in Microsoft Word, as well as equipped to learn electronic medical record system

**APPLICATIONS:**

1. Access 304 is an equal opportunity employer. Applications will be reviewed on a continuous basis and will be considered until the position is filled.
2. Completed applications can be emailed to Executive Director, Ashley Shepard, [ashley@wv304.org](mailto:ashley@wv304.org). Application materials include:
  - Cover letter and CV (include date when you can start & salary expectations)