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## **Job Posting: Chief Clinical Officer**

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**Location: Long Beach**

**Classification/Status:** Exempt/ Full-Time

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### **About The Guidance Center (TGC):**

The Guidance Center is a private, nonprofit community agency incorporated in California in 1946. We operate four mental health service delivery sites in southeast LA County, including Long Beach, San Pedro, Compton, and Avalon (Catalina Island). The mission of TGC is to provide comprehensive mental health treatment to our community's most disadvantaged children and their families struggling with mental illness and abuse, leading them toward a positive and productive future. TGC offers a competitive benefits package including medical, dental, vision, 403b with employer match, vacation, and 12 paid holidays.

### **Summary Statement:**

The Chief Clinical Officer is responsible for overall patient care by assuring the quality of DMH County contract clinical service delivery programs, that patients receive appropriate good diagnosis and treatment through oversight of the agency's program managers. The Center has clinics or programs in a variety of locations in Los Angeles County. These programs are units of a larger, agency contract with the Los Angeles County Dept. of Mental Health, and most standards, compliance, and productivity issues stem from that contract. Ability to assess and prioritize competing job demands, work on several projects simultaneously, and complete projects with different time-lines. The Chief Clinical Officer is a member of the Center's Executive Team and reports to the Chief Executive Officer.

Works well in a fast-paced environment; meet multiple and sometimes completing deadlines and at all times demonstrate ethical and cooperative behavior with staff, clients, visitors and others associated with The Guidance Center. Regular attendance is an important factor in employee's job performance in order for The Guidance Center to maintain efficient operations. Employees are expected to report to work as scheduled and on time.

### **Qualifications:**

At least six years relevant experience as a clinical program manager or director, including supervision of professional staff. Advanced degree in a mental health field and current CA license as a Psychologist, Psychiatrist, Clinical Social Worker, or Marriage and Family Therapist. If licensed in another state, must meet prevailing California requirements and obtain license in this state within one (1) year.

Must possess excellent interpersonal, verbal and written communication skills as well as experience with County DMH contract with EPSDT Medi-Cal and Rehabilitation Option rules and regulations, and community mental health setting. Experience managing and coordinating a multi-disciplinary team as well as demonstrated leadership skills and the ability to supervise a multi-cultural/multi-generational team. Awareness of and adherence to the highest standards of professional ethics and standards of practice, HIPAA, and current laws and regulations



regarding child and family mental health services, including those regarding mandated reporting, patient privacy and confidentiality requirements.

Computer literate in Microsoft Office programs, such as Word, Excel and Outlook. Depending on position within the agency, may be required to have experience in or possess the ability to learn, PowerPoint, Publisher, Access or related database management software.

Must have vehicle and maintain a valid CA driver's license and automobile insurance, or other reliable transportation to travel to cities in Long Beach, San Pedro, Compton, or other areas in which the Center has business. Travel may also include travel by charter boat to the Island of Catalina in Avalon.

**Core Responsibilities (but not limited to):**

1. Overall direction and vision for clinical services.
2. Conducts regular Program Manager team meetings, which will include periodic input and information from the Executive Team, depending upon prevailing issues; Provide managers with supervision, consultation, support, guidance and expectations regarding the provision of clinical services to children and families at their location or within their programs; review, approval and signing of clinical notes as needed.
3. Travels to different Center and County DMH location sites for meetings, conferences, training, and supervision.
4. Actively participates in program-related grant writing and conducts outreach and represents agency in the community.
5. Works closely with the Center's Program Manager, Quality Improvement and Training with regard to training needs and help to translate those needs into continuing professional education for staff members; may provide training to some clinical staff members so that they can adhere to policies and procedures in the daily performance of their jobs and that helps the organization maintain compliance with industry standards and health care laws and regulations.
6. Works closely with the Center's Program Manager, Quality Improvement and Training to coordinate efforts regarding clinical quality improvement, outcome studies, responding to certification site visits, program reviews, and clinical records audit.
7. Works closely with Chief Operating Officer on administrative aspects of Programs, including, but not limited to billing, paperwork, budget projections, and reports.
8. Oversees clinical program development, evaluation, and maintenance of compliance with relevant standards.
9. Act as DMH liaison in partnership with finance and CEO.
10. Lead and partner with program managers in the preparation, submission, and adherence to their annual department budget, productivity standards and developing relevant written policy and procedures regarding such activities and ensuring that these policies and procedures are communicated to relevant parties within the agency. Ensure the programs meet DMH contract services and billing obligations.



11. Interacts professionally and collaborates with staff members from allied agencies, other County departments with overlapping goals and objectives (e.g. schools, DCFS, etc.)
12. Responds to client and consumer complaints or concerns, and provides interested members of the community with program information regarding the Center's services and mission.
13. Knowledgeable of, or possess the ability to learn and adhere to the prevailing governmental laws and regulations regarding the provision of mental health services, including employee/patient's rights to confidentiality and limits thereof including compliance with HIPAA, federal and state laws and the reporting of child abuse/neglect, and related regulations. Knowledgeable of and acts in accordance with Ethical and Professional Standards established by appropriate professional organizations, whether or not the individual is a member of any such organization.
14. Knowledgeable of the prevailing governmental laws and regulations regarding the provision of mental health services, including confidentiality and limits thereof, the reporting of child abuse/neglect, and related regulations and acts in accordance with Ethical and Professional Standards established by appropriate professional organizations, whether or not the individual is a member of any such organization.

#### **Equal Employment Opportunities:**

The Guidance Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion (including religious dress and grooming practices), gender, sexual orientation, gender identity, national origin, age, disability, pregnancy (including breastfeeding and conditions related to breastfeeding), genetic information, marital status, ancestry or status as a covered veteran in accordance with applicable federal, state and local laws. The Guidance Center complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training. We are firmly committed to maintaining a work setting in which people of diverse backgrounds and lifestyles may grow personally and professionally.

The Guidance Center expressly prohibits any form of unlawful employee harassment based on an individual's race, ancestry, color, religion (including religious dress and grooming practices), national origin, marital status, sex (including sexual harassment and gender identity), sexual orientation, disability (physical or mental including HIV/AIDS diagnosis), pregnancy (including breastfeeding and conditions related to breastfeeding), medical condition (cancer and genetic characteristics), age (40 or over), military and veteran status, or exercising the right to any legally provided leave of absence in the application of any policy, practice, rule or regulation. Improper interference with the ability of The Guidance Center employees to perform their expected job duties is absolutely not tolerated.

#### **How to Apply:**

For immediate consideration, please submit resume to [humanresource@tgclb.org](mailto:humanresource@tgclb.org)