

TITLE: Clinical Director

LOCATION: Traveling/Remote/Local Clinic(s)

RELATIONSHIP: This position reports to the Regional Director of Operations (RDO). This position supervises BCBA's.

Our Clinical Director directly contributes to our mission of making autism services personal by providing clinical and operational leadership to our local team members. This team member will also build relationships with the teams, clients, and their local community to bring positive awareness to our business and the ASD community.

SPECIFIC RESPONSIBILITIES:

- Overseeing the day-to-day local operations by assuring consistent execution of established policies and procedures in compliance with company standards and funding source requirements for quality-based services.
- Clinical:
 - Reviewing, supervising, and giving feedback on all local clinical programs, behavior intervention plans, assessments, reassessments and BCBA session notes for clinical content and appropriateness
 - Providing company and regulation supervision, training, and support to all local team members.
 - Engaging in and promoting positive, appropriate interactions and relationships with clients' families.
 - Coaching and mentoring BCBA's, along with RBT's, in accordance with company's policies and applicable laws.
 - Coordinating and supervising special assignments as delegated by the RDO.
- Operational:
 - Employing accountability measures and support techniques to ensure success and achievement of personal, regional and company goals.
 - Facilitating, with the help of the Office Manager, various admin and clinical meetings or information dissemination with the local teams to keep them informed of important information and updates within the company and the field of ABA.
 - Ensuring regulatory compliance with HIPAA, OSHA, labor laws, and other federal, state, and local regulations.
 - Participating in the yearly budgeting process, monthly P&L reviews, meeting the budget and team utilization.
 - Proactively monitoring financial progress of clinic, analyze results, and adjust, if necessary, to ensure all budget goals are achieved.

Skills and Competencies:

- 6+ years of experience as a BCBA, with progressive leadership responsibilities.
- Master's Degree in ABA or a related field is required.
- BCBA Certification required plus state license (if applicable).



- Strong communication and presentation skills.
- Previous medical billing and EMR experience required.
- Confident communication skills for fielding calls on behalf of the agency and its representatives.
- Excellent written communication skills for professional emails and various reporting methods.

Personality: A successful Team Member will be...

- Detail-oriented & highly organized
- Communicative & collaborative
- Committed to purposeful care
- Ambition to grow with the company

The performance evaluation is conducted by the RDO.

About Helping Hands Family:

Helping Hands Family ("HHF") is an organization that provides Applied Behavior Analysis (ABA) services for individuals with Autism Spectrum Disorder (ASD). Our supportive, inclusive culture helps every individual reach their highest potential.

Helping Hands Family is dedicated to a supportive, inclusive culture. From growing our team to the client treatment plans, we have committed to celebrating differences and helping everyone reach their highest potential. HHF is an equal opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status.