



**VOLUNTEERS OF AMERICA ALASKA  
CLINICAL DEVELOPMENT DIRECTOR  
POSITION DESCRIPTION**

**ALASKA**

Position Title: **Clinical Development Director**  
Classification: Exempt; Salary; Full-Time  
Reports To: Vice President of Treatment Services  
Salary Range: \$65-\$70K DOE

**Objective**

We are looking for an enthusiastic, proactive, self-starter to help bring our training program to the next level. Volunteers of America Alaska (VOA) and Covenant House Alaska (CHA) have a unique partnership that serve similar client populations and understand the value of partnering to achieve mission. This individual must have the capacity to provide clinical training, oversight, support and supervision to the staff at both VOA and CHA to enhance and develop the necessary clinical skills to reach those we serve. The Clinical Development Director is responsible for developing, implementing, scheduling, and delivering training programs to staff providing direct service to ensure they meet competency standards to expertly perform their work in a multi-specialty comprehensive practice. This trainer role will focus on on-going training for current VOA and CHA staff.

The Clinical Development Director provides ongoing training to clinical and non-clinical colleagues. Training will be delivered both in face-to-face settings as well as remotely. The Clinical Development Director supports Clinical leadership in the assessment of training needs and the development and delivery of training as needed. This includes developing and conducting best practice training for new colleagues and continual department training needs that is related to but not limited to: substance use, mental health, trauma-engaged strategies, motivational interviewing, cognitive behavioral therapy, strength-based approach, solution focused therapy, motivational interviewing, mental health first aid, transition to independence (TIP) etc.

VOA is a youth-serving organization providing prevention, early intervention, treatment, and recovery supports to youth and families struggling with mental illness and addiction. We are honored to walk with families during these times and provide support and hope through recovery. Our core values are **hope, compassion, integrity, stewardship, and respect**. We are looking for individuals who espouse these core values and align with this mission of services to the community!

**Essential Functions, Duties & Responsibilities**

- Develop, implement, and deliver a training program for current staff to keep skills up to date and with any changes in technology and/or regulations.

- Train staff on general procedure and specialty procedures highlighting the transition from trauma informed to trauma engaged strategies and strength-based approaches.
- Collaborate with leadership staff and program management in the planning, implementation and delivery of curricula.
- Create training materials, multimedia visual aids, educational materials, and presentations.
- Visit all VOA and CHA sites areas on a regular basis to ensure that current staff skills are maintained.
- Provide and/or coordinate behavioral health resources/training open to all CHA/VOA staff to increase knowledge and skills necessary to improve trauma engaged practices and knowledge/skills necessary to fulfill mission and provide excellent client care.
- Provide weekly clinical supervision of CHA/VOA staff for homeless/housing services as it relates to behavioral health best practices and providing trauma informed care.
- Support therapeutic behavioral and clinical services to identified homeless clients in the YHDP PSH project.
- Collaborate with CHA and other involved agencies as appropriate on individual clients.
- Provide individual supervision for Referral Specialist (CHA) focused on increasing confidence in their role, knowledge of skills necessary for the job and trauma engaged strategies.
- Attend shift change and case review meetings (CHA) on a regular basis to provide expert opinion on the care of clients served and support staff in their roles.
- Identify any gaps in training and develop and implement a plan to address, with input from clinical management, providers, and any other relevant management staff.
- Create and implement an in-service continuing education schedule for clinical staff. Deliver the training and/or schedule external trainers, and document participant records.
- Responsible for documentation of services according to agency policy and procedures and Medicaid regulations.
- Ability to serve as an ambassador of VOA and represent the agency in the community.
- Maintains client confidentiality and safeguards client information per 42 C.F.R. part 2 and HIPAA privacy and security regulations.
- Expected to complete all assigned duties in accordance with timelines established by immediate supervisor.
- Maintain accreditation (CARF) and integrated behavioral health regulations for the State of Alaska.
- Provides staff training as scheduled by the VP of Treatment Services.

**Demonstrates Characteristics that are aligned with Agency Mission and Values**

- Acts in a manner that embodies the mission, vision and values of VOA Alaska.
- Thinks critically to identify strengths and weaknesses, alternative solutions and conclusions or approaches to problems.
- Communicates ideas and information in a manner that is in line with the values of VOA Alaska in a clear vocal and written manner.
- Possess the ability to adapt to changing circumstances, needs and demands.
- Understands and has the ability to navigate multiple levels of program structure.
- Prioritizes a team-oriented approach.

**All other duties as assigned**

**Knowledge, Skills and Abilities**

- Master’s Degree in a counseling, psychology, social work or a related field
- Is currently licensed as a Licensed Professional Counselor (LPC) or a Licensed Clinical Social Worker (LCSW).
- Two years’ experience working with youth having co-occurring disorders (substance use disorder and severe emotional disturbances) and their families.
- Two years’ experience working with youth experiencing homeless preferred.
- Proven ability to work with diverse community groups; with a focus on Alaska Native people, knowledge of their values and belief systems and ability to provide culturally competent services
- Ability to make sound decisions based on information available.
- Excellent writing and communication skills.
- Ability to work flexible hours (including days, evenings and some weekend hours). Ability to travel if required (must have own transportation).

**Working Conditions**

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works in office areas. Interacts with staff, consultants, and outside vendors. May be subjected to interruptions throughout the workday.
- While performing the duties of this job the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to lift up to 25 pounds. The vision requirement includes close vision.

**Acknowledgement**

*Every effort has been made to identify the essential functions of this position. However, this job description in no way states or implies that these are the only duties you may be required to perform. The omission of specific descriptions of duties does not exclude them from the position if the work is similar, related or can be considered essential to this position.*

*I have read and understand this job description and fully understand the requirements set forth herein. I accept the position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I further understand that my employment is at-will; that my employment may be terminated at-will by Volunteers of America Alaska or myself, with or without notice for any reason not expressly prohibited by law.*

\_\_\_\_\_ Printed Name of Employee

\_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Employee