

Mental Health Clinic Director

Pay: \$90,000.00 - \$100,000.00 per year

Job description:

Job Title: Clinic Director

Who We Are:

Community Counseling and Mediation (CCM) is a leading provider of mental health and substance abuse services, operating six Article 31 licensed clinics across Brooklyn and Midtown Manhattan. With a dedicated team of over 85 licensed clinicians, CCM offers culturally responsive care through individual, group, and family counseling, as well as psychosocial and psychiatric assessments, and psychopharmacology support.

Position Overview:

We are seeking a dynamic and experienced Clinic Director to lead operations at our outpatient mental health clinic in Brooklyn and Manhattan. The ideal candidate will be responsible for ensuring the delivery of high-quality, client-centered care while maintaining regulatory compliance and fostering a positive, collaborative work environment. This role includes both administrative oversight and maintaining an active clinical caseload.

Key Responsibilities:

- Maintain a monthly clinical caseload, conducting comprehensive psychosocial assessments and diagnoses.
- Provide individual, group, and family counseling addressing mental health and substance abuse challenges.
- Provide leadership and guidance to clinic staff, fostering collaboration and a positive workplace culture.
- Develop and implement clinic policies and procedures in alignment with organizational goals.
- Supervise and evaluate clinic staff, including training, scheduling, caseload management, and performance reviews.
- Promote continuous professional development and quality improvement.

- Ensure compliance with OMH regulations, HIPAA, Medicaid/Medicare, and other relevant laws.
- Oversee quality assurance activities including clinical documentation audits and addressing areas for improvement.
- Collaborate with interdisciplinary teams to support integrated care and improved client outcomes.

Qualifications:

- Master's degree in Social Work or a related field
- Active NYS licensure (e.g., LCSW, PsyD, or PhD) required
- Minimum of 3–5 years of leadership experience in an outpatient mental health or related healthcare setting
- Strong understanding of evidence-based mental health treatment modalities
- Strong knowledge of relevant laws, regulations, and ethical standards
- Proficiency with Electronic Health Records (EHR) and clinical management systems
- Exceptional interpersonal, organizational, and leadership skills
- Commitment to providing culturally competent, client-centered care

How to Apply:

Please email your resume and cover letter to: jobs@ccmny.org

Subject Line: *Mental Health Clinic Director*

Equal Employment Opportunity:

Community Counseling and Mediation is an Equal Opportunity employer. CCM does not discriminate and is committed to making all personnel decisions without regard to race, color, religion, creed, sex, gender identity or expression, sexual orientation, age, national origin, marital status, citizenship, disability, veteran or military status, genetic information, status as a victim of domestic violence, sex offenses or stalking, or any other characteristic protected by law. This policy applies to all aspects of employment including recruitment, hiring, compensation, benefits, promotion, and termination.

Job Type: Full-time

Benefits:

- Dental insurance

- Flexible spending account
- Health insurance
- Paid time off
- Vision insurance

People with a criminal record are encouraged to apply

Ability to Relocate:

- Brooklyn, NY 11201: Relocate before starting work (Required)

Work Location: In person