

Assistant Director of Clinical Coordination (LCSW)

SIMHA – Community Mental Health Organization

Position Overview

Oversees the clinical referral process from initial contact through follow-up. Ensures high-quality assessments, personalized referrals to therapists/psychiatrists, and a supportive client experience. Combines clinical expertise, operational oversight, and leadership.

Key Responsibilities

- Conduct/oversee client intakes: empathic listening, validation, psychoeducation
- Develop referral plans and match clients to clinicians/psychiatrists
- Oversee referral coordination and client satisfaction
- Supervise case manager and ensure consistent follow-up
- Interview and vet therapists/psychiatrists; build referral network
- Oversee data entry and integrity in Salesforce
- Supervise interns and ensure quality of work
- Deliver psychoeducation presentations and trainings

Qualifications

- Female candidate
- LCSW or near completion
- Strong clinical judgment and interpersonal skills
- Experience with assessment and treatment planning
- Organized, detail-oriented, and able to lead a team
- Supervisory experience preferred
- Comfortable with public speaking (preferred)

Compensation & Benefits

Competitive salary (commensurate with experience) and full benefits. Opportunity for leadership growth in a mission-driven organization.

About SIMHA

SIMHA provides immediate, professional mental health support, personalized referrals, and ongoing follow-up—without financial barriers. Our work is grounded in clinical excellence and cultural understanding.