



Position Summary & Benefits
Clinical Director



lifeworks

Simply aware, fully alive.

LifeWorks supports the establishment of diversity, equity and inclusivity in its culture and practice.

Applicants of all ages, ethnicities, spiritual practices and religious traditions, genders and sexual orientations, black and indigenous people, persons of color and those with disabilities are encouraged to apply.



Position Description

Clinical Director (Full Time)

Team Leadership Responsibilities

Leadership, management and accountability for the following:

Is an active and integral member of the Leadership Team at LifeWorks developing strategy, goals, policies and procedures.

Leads and develops the team and LW culture in accord with practice values and goals.

Communicates important information, professional regulations, licensure requirements, new resources, changes to policies or procedures to the team by email and face-to-face (i.e. conducts monthly team meetings).

Oversees and supports staff in participation on committees (including Equity, Happiness, Speakers Bureau, Internship and other TBD).



Clinical Responsibilities

Hiring: Implements the search, screening, interview and selection process for clinical therapist positions. Recommends new hires to the Leadership Team. Leads and manages the hiring team. Networks and creates links in the community that strengthen the pool of LW candidates.

Internship: Directs and oversees the Internship Training Program and Internship Committee.

Onboarding: Is responsible for coordinating onboarding of all new therapist hires. Trains, tracks and coaches therapists to proficiency with administrative tasks (ledgers, intakes, clinical notes, etc...).

Training & Development: Assesses staff training needs and implements applicable trainings in collaboration with Director of Training. Occasionally creates in-service content or trainings and presents

in-house. Supports newly licensed staff in becoming empaneled (CAQH). Is responsible for updating and accuracy of the Practice Guidelines.

Ethics & Law: Responds to emergent clinical situations as needed. Acts as the practice HIPAA compliance officer.

Dates of Service: Creates and maintains the DOS and case load goals in concert with Practice Manager, Intake Coordinator supervisors & supervisees. Creates the annual DOS forecast and the RFS allocation projection. Actively tracks, assesses and oversees staff progress toward practice-wide and individual DOS goals. Carries a small caseload of clients; 5-6 DOS per week.

Evaluation & Review: Conducts the 3-month review for new hires. Structures, updates and manages the annual review process for clinical staff.

Terminations: Manages the termination process for departing therapists.



Position Description

Clinical Director (Full Time)

Supervision

Creates and implements the annual supervision plan in conjunction with the Director of Training. Provides consultation to LifeWorks' supervisors as needed. Provides individual weekly clinical supervision to unlicensed and newly hired therapists as needed.

Identifies and recommends external consultants. Oversees, assigns and coordinates the (individual and external consulting group) supervision of therapists.

RFS/Intake

Trains and supervises the Intake Coordinator. Meets weekly with Intake Coordinator to review RFS/therapist assignment. Identifies RFS, intake and clinical issues, researches solutions, develops and improves administrative processes.

General

Reports to the Managing Partner.

Meets weekly with Leadership Team to address ongoing practice needs.

Meets quarterly with Leadership Team to address strategic and planning needs.

Attends monthly Finance Team meeting and addresses outstanding client accounts issues with relevant staff.

Special projects and initiatives as assigned.

“I have had several supervisors throughout my time as a counselor and, while each have offered unique insights, I felt my supervision at LifeWorks was the most balanced in terms of support, clinical insight, and professional development.”

2021





Qualifications

Clinical Director (Full Time)



“Experiential learning is really one of the only ways that I actually grow any new knowledge or skills; anything else is just theoretical and my brain doesn’t have anywhere to store it, so it doesn’t *stick*.”

2022

Ideal Candidates have:

5-7 years of outpatient, private practice experience.

3-5 years supervisory experience & competence

Strong assessment and diagnostic skills.

Familiarity with insurance, billing, collections and fee negotiation.

Demonstrated understanding of HIPPA & professional regulations and ethics guidelines for mental health disciplines.

3-5 years of management and/or administrative experience with an appreciation for budgeting, forecasting and tracking results.

Interest in & capacity for growth and development of administrative & management skills and abilities.

Sex-positive knowledgeable and competent.

Brings an anti-racist awareness & perspective.



Licensed in the State of Illinois.

This position requires 250 DOS per year (5 DOS/week * 48 weeks) plus a minimum of 30-35 hours per week in leadership/administrative tasks.

Includes 4 weeks of vacation.



Staff on Working at LifeWorks

Curiosity

“I have been very engaged with the concept of depth and process work, and both have deeply enriched my work with clients. I think I’ve grown a lot. I came to LifeWorks with a more “problem-solve-y” style. Now, I have one that is more comfortable slowing down and being curious without having a particular destination in mind.

Likewise, I think LifeWorks’ has helped me personally as well, especially via supervision, as a lot of the insecurities and anxious-tendencies I have as a therapist have their mirrors in my personal behaviors.”

2020

Identity

“It is important to me to work with therapists who emphasize diversity, creativity, and inclusion within a progressive practice. I believe that a sex-positive approach in psychotherapy is vital when working with the LGB, TQ, CNM, kink, and BDSM populations.

It is my goal to expand my clinical skills by learning how to utilize my strengths effectively and to enhance my identity as a therapist, while working within my community.”

2019

Attunement

“I feel as though a lot has changed and shifted within myself. I feel as though I am more attuned to clients, more able to bring myself into the therapeutic space, more trusting in the relationship. I don’t feel as though I am at any particular ending point; however, this is a sense that I have been able to let go of many insecurities and fears and am able to just be.”

2021



Change

“In a paradoxical kind of way, everything is the same, and everything is different.

I am still me, I am still my component parts, but I feel like I’ve been emotionally and existentially reorganized in some fundamental ways.”

2021



Mission, Culture & Values

Mission

LifeWorks brings new and seasoned therapists together to explore their professional dreams, build their skills and experiences, actualize their therapeutic potential and transform themselves into the sex-positive, embodied professionals they want to become, so we can provide quality individual and relationship psychotherapy to diverse clients with marginalized experiences and identities.

As an explicitly inclusive practice, we strive to embrace diversity in all its forms. We welcome clients of all ages, ethnicities, races, spiritual practices and religious traditions, gender and sexual orientations, and erotic expressions and practices. The clients we serve include those experiencing relationship problems, anxiety, depression and trauma, be they children, adolescents, adults, partners, spouses or families.

Culture

- 🌀 We reach for transformation.
- 🌀 We strive towards diversity and to center experiences of marginalization.
- 🌀 We make mistakes.
- 🌀 We practice acceptance, humility and repair.
- 🌀 We stretch, we grow and we care for each other.

Values

We are not perfect. We strive to bring grace to each other's mistakes and generosity to our shared learning. At LifeWorks, we integrate and live the following values in our relationships with each other, our clients and the broader communities we serve and with which we interface:



- 🌀 To have integrity in word, action and spirit through practices of honesty, transparency, and reliability.
- 🌀 To show respect through inclusiveness, fluidity, compassion, and trust.
- 🌀 To shadow box with life's difficulties, being willing to dance or wrestle with unknown, denied and disavowed parts of ourselves and others, including the messy and disturbing aspects of life.
- 🌀 To bring fun and creativity into our work and the lives of those we touch through play, enjoyment, and humor.
- 🌀 To behave responsibly and mindfully in matters of confidence, finance, and stewardship for the relationships that are entrusted to us.



Employment Benefits

- Competitive compensation
- W-2 status and associated tax benefits
- Profit sharing plan
- Option to join 401(k)
- Access to employer-supported group health insurance plan
- Professional liability insurance
- Group consultation
- CEs thru weekly in-services
- LifeWorks clinician events (i.e. KPACT), workshops & annual retreat



- Full-time bookkeeper and insurance specialist
- No non-compete clause to keep you from moving on
- Unique professional development & learning culture

“The practice really means that they use a depth approach – I am being engaged in deep ways, intellectually, emotionally, and psychologically.”

2019

APPLY NOW

To apply for this position, candidates should send a letter of interest and resume for consideration.

Scan the QR code to apply online or email:
cindy@lifeworkspsychotherapy.com

Please include the position title in your subject line.



At Lifeworks we are committed to healing: to healing people, communities and the earth from violence and all forms of social injustice. In our mission, we acknowledge that the community in which we serve sits on the colonized land of the Anishinaabe Alliance of the Ojibwe, Odawa, and Potawami, often referred to as the Council of Three Fires.

We acknowledge that the spirits of the original people pass through us on our city streets and the healing wisdom traditions of the indigenous people are part of our human heritage- which we honor. As such, we make every attempt to recognize the deep wounds and atrocities committed against the original people of this land.

learn more at
www.LifeworksPsychotherapy.com

