

William J. Gould Associates, Inc.
Assistant Clinical/Program Director Level IV
Boston Area Programs

Reporting to the Clinical/Program Director of the Boston Area Programs, this position is responsible to provide clinical and programmatic leadership to ensure the smooth functioning of Fellside through best clinical practices that support participants of the Boston Area Programs on their journey toward recovery and greater independence. Must be willing to promote the values and spirit of Gould Farm, to actively participate as a member of the community and to continuously seek ways to improve, both self and function.

Primary responsibilities include, but are not limited to:

- Orient, train and supervise Residential and Weekend Relief staff regarding: daily structure of activities/Work Program, food and household supplies, house chore and cooking rotations and general upkeep of residence to ensure that program participants receive optimal quality of care.
- Assist in the development of the workforce planning and staffing of the BAP team, including external resources required to complement the staff functions.
- Co-coordinate staff schedules and act as back-up to other staff as required.
- Effectively coach residents and staff in behaviors appropriate to the Gould Farm model of living and working in community.
- Assist in the design of intervention practices for use by members of BAP team.
- Provide on-call coverage on rotational schedule and back up leadership, administrative and clinical supervision to the Clinical Case Managers, Resource Coordinator and graduate intern in the absence of the Clinical/Program Director.
- Provide case management support services for 5-8 residents of Fellside, those receiving Supported Transition Services, and Extended Community members including meeting weekly to co-create, discuss & assess treatment plan goals. Develop and implement treatment plans to be reviewed and updated as appropriate to level of care. Document progress through logs, weekly and monthly progress notes, and discharge summaries.
- Work closely with families of guests to insure continuity of care in treatment and to promote guest and family well-being including facilitating periodic family meetings.
- Interface with psychiatrists and therapists to ensure best clinical practices with respect to program participants' counseling and therapy. Obtain consistent psychiatric progress notes from psychiatrists. Collaborate with other service providers, employers, volunteer service placements agencies and educational/vocational supports as needed.
- Assist with the facilitation of weekly staff and clinical meetings and take an active role in team problem-solving and setting all internal house policies.
- Work in collaboration with Clinical/Program Director in ensuring that staff have proper trainings and maintaining program participant charts as required by DMH.
- Coordinate emergency procedures; oversee fire drills, orientation and annual training to residents and staff in fire safety, disaster and evacuation plans as required by DMH.

Qualifications: Master's degree in social work or related field and 5 years experience working with people with mental health and substance use issues required. **LICSW or eligibility immanent required.** Alcohol and Drug Treatment Certification preferred. Experience in a residential setting and leading and managing the work of others in a supervisory role is required. Strong case management, organizational/administrative and excellent communication and leadership skills are essential. Knowledge of holistic health, benefits system and the Boston area are desirable. Ability to prioritize effectively, to integrate feedback, to schedule and meet timelines, and to influence others are necessary skills. *This position is located in Medford, MA. Applicant must reside/be willing to relocate within 1 hour's drive of Fellside House in Medford for on-call rotation.*

Application: Email, mail or fax your cover letter and resume to George Moran, Director of Human Resources, Gould Farm, P.O. Box 157, Monterey, MA 01245-0157; (413) 528-1804, ext. 17 • (413) 528-5051 fax • hr@gouldfarm.org • www.gouldfarm.org