



## Clinical Administrator Position

**HOURS:** Full-time

**SALARY:** \$70,000 - \$75,000 annually

**LOCATION:** Belmont Cragin, Chicago

### POSITION SUMMARY

The Clinical Administrator will support Journey's Clinical Services and oversee psychotherapist staff. This hybrid position includes direct services and staff supervision responsibilities. On average, four days are designated to direct services, with one administrative day.

### ROLE AND RESPONSIBILITIES

#### *Direct Services*

- The Clinical Administrator maintains therapy availability four days weekly, including three clinic days and one school-based day.
- The Clinical Administrator will support training/workshop services in the community or at the Belmont-Cragin site as available.
- As needed, the Clinical Administrator will support Critical Incident Events within a 100-mile radius of their site. This requires flexibility in scheduling and may involve outside normal business hours, including weekends.

#### *Staff Supervision*

- The Clinical Administrator is responsible for managing the day-to-day activities of assigned employees, including ensuring the completion of clinical notes, answering clinicians' questions about client care, training clinicians, and evaluating employee performance.
- The Clinical Administrator will lead bi-weekly team staff meetings/activities to support case consultation and program updates.
- The Clinical Administrator will provide, as needed, supervision leading to the clinical credentialing of the therapist.
- The Clinical Administrator may participate in the interview and onboarding of new employees as well as support intern activities.
- The Clinical Administrator will be available during clinic office hours to supervise urgent matters and/or assign clinicians to support staff during their absence.
- The Clinical Administrator will participate in weekly management meetings.

### QUALIFICATIONS FOR MENTAL HEALTH PSYCHOTHERAPIST:

- Active Illinois license as an LCSW, LMFT, or LCPC.
- Two or more years in a supervisory role.
- Maintain professional licensure throughout employment with this agency.
- Ability to work cooperatively as a team member.
- Must be able to work a flexible work schedule, including some evenings or Saturdays if needed.
- Superb organizational skills.
- Ability to guide, direct, or influence people.
- Excellent written and oral communication skills.
- Able to establish and maintain effective working relationships with diverse persons.
- Bilingual (Spanish) helpful, but not required.
- Able to conduct in-person and telehealth counseling sessions.



**About Us:** Journeys Community Center is a nonprofit organization that aims to provide accessible, high-quality mental health services and psychoeducation to all community members. We take a holistic approach that emphasizes compassion, collaboration, and empowerment, guiding individuals on their journey toward greater emotional health and well-being. Our mission is to partner with families, schools, and community agencies to reduce the educational, psychological, and economic resource gaps in Chicago's Northwest neighborhoods.

*Send Resume and Cover Letter to Kate M. Harbert at [kateharbert@journeyscommunity.com](mailto:kateharbert@journeyscommunity.com)*