the brookline center
for COMMUNITY MENTAL HEALTH

Outpatient Clinical Team Lead

About the Brookline Center
The Brookline Center has been known throughout its history for ground-breaking, high-quality, accessible mental health care. In response to today's mental health landscape, the Center is re-imagining its core work as the transformation of mental health care through the design, development, and dissemination of mental health programs and services at the intersection of systems. While our outpatient clinic cares primarily for children and adults in Brookline and neighboring communities, much of the Center's work extends beyond Brookline and has a statewide, regional, and national impact.
To support and fuel the Brookline Center's growth and evolution, we are expanding our team. If you are interested in shaping the future of mental health and ensuring that care is effective and equitable for all, we would love to meet you.

Learn more about our work and impact at www.brooklinecenter.org.

SUMMARY
Each Outpatient Team Lead is a member of a dynamic and collaborative team of clinical managers who work to oversee the day-to-day operations of the Center's 'core' Outpatient clinical services and is responsible for a team of mental health clinicians. The Outpatient Team Leads are responsible for productivity, quality, compliance, management, clinical supervision and development for their teams, and maintain their own client caseload. They also collaborate to ensure coordination of resources and smooth implementation of clinical services that are culturally responsive, high quality, and evidence-based.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- As a manager of clinical providers:
  - Serves as primary contact for team members
  - Responsible for staff hiring, onboarding, and performance management for team members including regular performance reviews and interventional improvement plans when needed.
  - Plans and directs the work of team members, addressing issues and proactively facilitating problem resolution.
  - Monitors and ensures productivity targets and quality standards are achieved in collaboration with intake and Clinical Director of Outpatient.
  - Ensures the quality and timely completion of clinical documentation, including accurate and compliant clinical charts and follows up on all clinical documentation timelines and requirements.
- As a member of the clinical management team:
  - Have shared responsibility for the daily clinical operations of the 'core' Outpatient Services. This includes collaboration, problem-solving, and being a resource to Admin Team, Revenue Team, Intake, Facilities, and clinical providers themselves.
  - Works to implement and improve equitable and inclusive clinical policies and procedures that foster service excellence, equity, and support diversity.
  - Contributes to the development and implementation of new programs, services, and specialties.
  - Represents the Center with community partners.

    - Participates in layer 2 of on-call system, provides same day consultation for crises management, high risk or complex cases, and participates in physical office coverage.
    - Participates in the identification of staffing needs, recruitment strategies, interviewing, hiring and orientation for clinical staff.
    - Participates as a clinical manager in licensed physical office coverage, usually including one evening/week until close.
    - Collaborates with other clinical managers to identify areas for improvement around strategic priorities. May serve as project lead or contributor to move initiatives to completion.
    - Participate in planning and developing training (specialized, general, etc) for clinical staff members across programs.
- As a clinical provider:
    - Maintains a caseload - providing intake, diagnostic assessment and individual, family/couples, and/or group therapy within the context of 'core' Outpatient Services
    - Attends trainings to stay up to date with therapy approaches and best practices in the field

EDUCATION and/or EXPERIENCE

- Master's level degree or above, with independent license - LICSW, LMHC, LMFT, PhD/Psyd, MD
- Preferred Qualifications: 5+ years direct clinical care, 2+ years clinical supervision, and ideally, 2+ years program and/or people management.

QUALIFICATIONS

- Enjoys and works effectively in culture of collaboration, ongoing change, commitment to diversity, equity, inclusion and justice.
- Passion for providing quality behavioral mental health services to systemically oppressed populations.
- Strong leadership skills.
- Knowledge and experience working within behavioral health regulatory requirements/compliance.
- Ability to manage multiple and competing demands on a daily basis.
- Ability to function in a calm and effective manner during crisis situations.
- Demonstrated sound clinical competence and judgment.
- Knowledge of community resources.
- Ability to write routine reports and correspondence.
- Ability to utilize data gathering systems and analyze data for reporting and decision making.
- Effective verbal and written communicate skills
- Ability to solve problems and deal with a variety of complex variables in situations where only limited standardization exists.
- Ability to gather data, compile information, and prepare reports.
- Digital fluency including experience with electronic medical records and MS Office; demonstrated track record of learning and incorporating new systems into workflow.

SALARY, HOURS AND BENEFITS

Salary range: $74,880-$91,520 annually.

Placement within this range will depend on factors including the candidate's relevant experience, demonstrated skills, alignment with the role's responsibilities and internal equity. While the posted range represents our good-faith expectation of compensation for this position, the actual salary offered

may fall toward the lower end of the range for individuals who are still developing skills or experience aligned with the role's full scope.

This is a full-time, in-person (40 hours/week) Monday – Friday position with the option for Saturday hours.

Benefits:

- Employer matched 403(b) Plan
- Life Insurance.
- Long term Disability Insurance
- Health Insurance, Dental and Vision
- Healthcare FSA and Dependent Care FSA, and Health Savings Account
- Paid Family Medical Leave benefits
- Generous Vacation (3weeks first year, 4 weeks 2nd year) Sick (3 weeks) and Personal Time (4 days)
- 12 Paid Holidays and 1 Floating Holiday

Equal employment opportunity

The Brookline Center is an equal opportunity employer, committed to workplace diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.