



The Lincoln Center for Family and Youth  
1100 Adams Ave | Audubon, PA 19403  
(610) 277-3715 | [jobs@TheLincolnCenter.com](mailto:jobs@TheLincolnCenter.com)

## JOB DESCRIPTION: CLINICAL DIRECTOR

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**Title:** Clinical Director

**FLSA:** Exempt

**Reports To:** Chief Clinical Officer

**Organization Summary:** The Lincoln Center for Family and Youth (“TLC”) is a social enterprise company serving the Greater Philadelphia Area for over 50 years. Founded in 1970 and incorporated in 1983, TLC is an entrepreneurial nonprofit providing innovative education, coaching, and counseling services to students and their families. For more information, please visit <https://TheLincolnCenter.com>

**Position Summary:** The Clinical Director recruits, hires, trains, and supervises the agency’s unlicensed and licensed practitioners, including school-based mental health counselors, social workers, crisis intervention specialists, and behavioral analysts.

**Duties & Responsibilities**

- Assist the Chief Clinical Officer in the recruiting efforts for all school-based mental and behavioral health positions
- Onboard all new school-based counselors, social workers, behavioral analysts, and crisis intervention specialists
- Provide direct, individual clinical supervision for licensed and unlicensed staff
- Facilitate group supervision or case-conferences as required
- Monitor caseloads and ensure that supervisees comply with all agency, clinical, legal, and ethical practices
- Provide ongoing, regular feedback and evaluation to staff on the quality and timeliness of their clinical work
- Conduct performance reviews for all clinical staff
- Ensure staff comply with licensure and registration requirements
- Ensure compliance, accuracy, and quality of clinical documentation
- Develop programs and ensuring compliance with procedures and policies
- Identify training needs and make recommendations to agency’s learning and development director

**Skills & Knowledge:**

- Highly skilled at supervising counselors and social workers
- Ability to work effectively, both independently and collaboratively
- Effective time management skills
- Excellent interpersonal, communication and writing skills
- Must be adaptable and comfortable with ambiguity

**Education & Experience:**

- Master’s degree in counseling or social work required
- Licensed Professional Counselor (LPC) or Licensed Clinical Social Worker (LCSW) designation required
- At least five years of supervisory experience in a similar role

**Other Duties:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Work Environment:**

Hybrid office, school, and work-from-home environment.

**Work Hours:**

This is a full-time, 40 hours per week, 43-week position or 52-week position depending on employee preference.

**Travel:**

Some travel to school district clients for in-person meetings as needed.

**EEO Statement:**

TLC is committed to a policy of Equal Employment Opportunity and does not discriminate on any legally recognized basis, including, but not limited to, race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status, or any other basis recognized by federal, state or local law.