

**CLINIC DIRECTOR**  
**CHAUTAUQUA COUNTY DEPARTMENT OF MENTAL HYGIENE AND SOCIAL SERVICES**  
**FULL TIME @ 40 HOURS/WEEK**  
**SALARY RANGE: \$42.39 - \$56.77/HOUR + BENEFITS**

The Chautauqua County Department of Mental Hygiene and Social Services is seeking a qualified applicant to fill a Full-Time, Clinic Director position in the Dunkirk, NY office. A Clinic Director performs professional and administrative work involving responsibility for the leadership, clinical direction, and operational management of a community-based outpatient behavioral health program. The Clinic Director oversees all clinical operations in an outpatient program licensed by the New York State Office of Mental Health (OMH) and Office of Addiction Services and Supports (OASAS). This role ensures high-quality behavioral health care, regulatory compliance, proper documentation, staff supervision and engagement, program development, and clinical outcomes. The position requires a high degree of independent judgment, initiative, and professional leadership. Supervision is exercised over professional and clerical staff working within the assigned program. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

- Provides leadership and direct supervision to clinic supervisors, clinical staff, and support staff, ensuring consistent oversight and staff engagement;
- Provides day-to-day operational, clinical, and financial management of an OMH-licensed and OASAS-licensed outpatient behavioral health clinic;
- Ensures compliance with OMH, OASAS, and all applicable regulations, policies, and credentialing requirements;
- Ensures clinic supervisors provide structured oversight and accountability to their teams;
- Manages staff scheduling, caseload distribution, performance expectations and evaluations, corrective action plans, and professional development;
- Develops, refines, and oversees all clinical workflows, intake procedures, and service delivery models;
- Maintains clinical quality, documentation accuracy, treatment planning standards, and timely health record entries;
- Fosters a collaborative, supportive, and accountable clinical culture;
- Organizes work, establishes priorities, and allocates resources based on program goals and administrative directives;
- Oversees all clinical pathways from intake to discharge;
- Manages high-risk cases, emergencies, and clinical escalation;
- Leads or oversees clinical case consultations and professional development;
- Collaborates with community partners, schools, hospitals, and care coordination agencies;
- Contributes to countywide planning for development, evaluation, and expansion of behavioral health services;
- Oversees or coordinates in-service training for staff.
- This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

**Chautauqua County Offers A Comprehensive Benefits Package Which Includes:**

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|---|-----------------------------|
| - Health Insurance (including Dental & Vision plan)       | - 13 Paid Holidays          |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time      |
| - Personal Days   |                             |
| - NYSLERS Pension   | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness    | - Wellness Program          |

**Minimum Qualifications:** Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Social Work, Mental Health Counseling, or Marriage and Family Therapy, and three years of work experience involving supervision of personnel and operations in an agency providing direct behavioral health services to individuals.

**ADDITIONAL REQUIREMENT:**

1. Possession of New York State licensure as one of the following, at time of application, appointment and during service in this classification:
  - Licensed Clinical Social Worker (LCSW); OR
  - Licensed Mental Health Counselor (LMHC); OR
  - Licensed Marriage and Family Therapist (LMFT).
2. Possession, at time of application, appointment and during service in this classification, of a valid motor vehicle operator's license.