

**SPINDLETOP CENTER  
JOB DESCRIPTION AND PERFORMANCE APPRAISAL FORM**

**I. JOB SPECIFICATION SUMMARY**

**NAME:**

**POSITION #:** 1249

**WORKING POSITION TITLE:** Chief Clinical Officer

**STATE CLASSIFICATION TITLE/NUMBER/PAY GRADE:** Director VI/1625/B31

**FLSA STATUS:** Exempt

**EEOC CODE:** Officials and Administrators

**UNIT NAME/UNIT NUMBER:** 2100/MH Adult/Child - Admin

**JOB PURPOSE:**

Oversees and directs the activities of the Center's mental health and substance abuse programs all of which provide services to adults and children/adolescents. Coordinates services with other Center programs, supervises staff, represents the Clinical programs on special projects, and insures that units meet all appropriate standards. Serves as liaison to the Medical Council. Work is performed under the general supervision of the Chief Executive Officer with extensive latitude for the exercise of discretion and independent judgment.

**REPORTS TO:** Chief Executive Officer

**LEVEL OF SUPERVISION REQUIRED:** General

**EDUCATION AND EXPERIENCE REQUIRED:** Master's degree in the behavioral science or business field. Experience in executive management preferred. At least 5 years' experience in middle-management required.

**DEGREE AND/OR CERTIFICATION REQUIRED (IF APPLICABLE):**

Licensed Professional Counselor, Licensed Masters' Social Worker, ACP, Licensed Marriage and Family Therapist preferred

**CRED/PRIV REQUIRED?** No

**DRIVING REQUIRED:** Yes

**INTERPERSONAL RELATIONSHIPS OTHER THAN COWORKERS (consumers, public, referral sources, vendors):**

Consumers, family members, advocacy groups, general public, referral sources, representatives of state agencies.

**OTHER REQUIREMENTS OR CONDITIONS(specify):**

Current State of Texas Driver License or if you live in another state, must be currently licensed in that state. Liability insurance required if employee will operate personal vehicle on Center property or for Center business. Must be insurable by Center's liability carrier if employee operates a Center vehicle or drives personal car on Center business.

Must complete all CORE training requirements in month in which they are due.

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