



JOB DESCRIPTION

Clinical Director

Location: KP Counseling Center (KPCC) — 1116 Kanawha Boulevard East, Charleston, WV 25301

Job Type: Full-Time

Reports To: Executive Director, with clinical accountability to the Board of Directors

JOB SUMMARY

The Clinical Director oversees and manages clinical operations at KP Counseling Center (KPCC), a nonprofit, faith-motivated counseling agency serving West Virginia since 1971. This role ensures the delivery of high-quality, evidence-based care while maintaining compliance with regulatory standards, and provides leadership to the clinical team — supporting professional development and implementing policies and procedures that enhance client outcomes.

KEY RESPONSIBILITIES

- › Provide oversight and supervision to licensed counselors, social workers, and mental health professionals.
- › Develop and implement policies and procedures that ensure compliance with state and federal regulations (including HIPAA), ethical standards (ACA, NASW), and quality-of-care accreditation where sought (CARF).
- › Monitor and review clinical performance to ensure services are delivered effectively and efficiently.
- › Conduct regular case reviews, audits, and quality assurance assessments to maintain high standards of care.
- › Recruit, train, and mentor clinical staff, fostering a culture of continuous learning and professional growth.
- › Supervise master's-level interns and Provisionally Licensed Counselors — up to four concurrently.
- › Complete 15 billable client-contact hours weekly, providing clients with appropriate treatment.
- › Oversee client intake, assessment, and treatment planning to ensure individualized, evidence-based care.
- › Facilitate clinical supervision, case consultations, and trainings to promote best practices in treatment.
- › Serve as a liaison between the clinical team, administration, and external stakeholders.
- › Stay current on advancements in treatment, integrating new research and methods into practice.
- › Address client concerns and crises as needed, ensuring appropriate interventions and resolution.

QUALIFICATIONS

Education: Master's or doctoral degree in Counseling, Social Work, Psychology, or a related field.

Licensure: Active clinical license in WV (LPC, LMFT, LICSW, or PsyD) and active ALPS supervision credential.

Experience: Minimum of 10 years of clinical experience in mental health, including at least 3 years in a supervisory or leadership role.

- › Strong knowledge of evidence-based practices, regulatory requirements, and best practices.
- › Excellent leadership, communication, and organizational skills.
- › Ability to manage multiple priorities in a fast-paced environment.
- › Proficiency with electronic health records (EHR) and clinical documentation.

BENEFITS



KP COUNSELING CENTER
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- › Competitive salary, based on experience
 - › Health, dental, and vision insurance
 - › Professional development opportunities
 - › Flexible work environment

HOW TO APPLY

Submit a resume, cover letter, and relevant licensure information to:

Eric Milam, Executive Director

KP Counseling Center

1116 Kanawha Boulevard East, Charleston, WV 25301

304-346-9689

eric@kpcc.com