



**Clinical Operations Director Job Description**  
**Children's Research Triangle**  
**70 East Lake Street, Chicago IL 60601**

Children's Research Triangle (CRT) is a non-profit organization dedicated to the healthy development of children and their families, specializing in working primarily with youth who have experienced trauma/maltreatment and/or have been prenatally exposed to drugs and alcohol. We prioritize creating collaborative partnerships in order to provide on-site intervention and training in underserved Chicago communities, and are currently providing specialized trauma-informed clinical assessment and treatment services, including individual, group and family therapy, at our Chicago loop clinic and at 15 schools, shelters and social service agencies throughout Chicago.

Children's Research Triangle (CRT) invites applications for our open Clinical Operations Director position. This position reports directly to the CEO and is hybrid, work from home and at CRT's clinic in the Chicago Loop.

**Responsibilities/Duties:**

- Provide clinical supervision as needed
- Collaborate with and support therapy team and eval team leadership, including School Partnerships Coordinator with job duties including managing staff training requirements and ordering clinical/therapy supplies
- Together with Therapy Director and Eval Director, maintain systems (EMR, Teams, e-signature platform) and clinical documents needed for the provision of services
- Consistently adhere to HIPAA and Illinois Mental Health Code for proper implementation of ethical, legal, and cultural standards of care. Mentor team members to increase their ability to navigate ethical decisions
- Ensures that CRT's mission is consistently integrated into programs and community partnerships
- Together with Therapy Director and Eval Director, develop policies, procedures, and systems as needed to reflect the changing needs of CRT programming
- Collaborate with the research and testing teams to ensure seamless provision of services
- Assist CEO and Development Director with program development, including writing grant applications, site visits with funders, and grant reports
- Oversee the achievement of program goals as outlined in federal and foundation grants
- Manage DCFS Foster Care and Post-Adopt contracts, including billing, annual audits, and ensuring team members complete and submit required clinical reports
- Assist in managing crisis situations that arise in the clinical work of team members; review, address, and log critical incident reports, approve requests for records
- Review and maintain service records annually
- Supervise support staff (office manager and assistant)
- Together with office manager, complete Medicaid billing

- Maintain caseload of 5-6 clients
- Manage community outreach and networking opportunities with potential partner sites

**Minimum Experience Required:**

- Minimum 8 years of post-graduate clinical work experience and 4 years of clinical supervision experience in mental health is required
- Minimum 4 years of experience in a clinical leadership or managerial role

**Education Requirements:**

- A master's or doctorate degree in counseling, clinical social work, marriage and family therapy, or clinical psychology is required
- Independent clinical licensure to practice in the State of Illinois is required
- Training in evidence-based practices (TF-CBT, PCIT, CPP, Theraplay, EMDR) strongly preferred.

**Compensation and Benefits:**

Starting range is dependent upon individual qualifications and experience. Children's Research Triangle benefit options include, but are not limited to, the following:

- Health, Dental, and Vision Insurance
- Annual \$500 professional development training allowance
- 12 paid holidays and 3 flexible holidays
- Paid time off (PTO)

Application Information: Interested individuals should send include a cover letter, resume and references to Dr. Linda Schwartz, [lschwartz@cr-triangle.org](mailto:lschwartz@cr-triangle.org).

Children's Research Triangle does not discriminate in the employment of individuals on the basis of race, color, national or ethnic origin, disability, religious affiliation, sex or age. BIPOC applicants are strongly encouraged to apply.