



Hancock Center for Creative Arts Therapies is the exciting evolution of Hancock Center for Dance/Movement Therapy which was founded in 1983. Hancock Center is expanding its focus in providing creative arts psychotherapy services to people of all ages and abilities in the greater Madison, Wisconsin, area. We work closely with local organizations and professionals, receiving referrals from public and private social service agencies, hospitals, community programs, educational facilities, and mental health providers. The non-profit organization seeks experienced leadership to help realize the strategic vision created by the Board and staff to transform society toward greater health and resiliency.

OPPORTUNITY: Clinical Program Director

Position Summary

Hancock Center's **Clinical Program Director** is responsible for providing clear administrative oversight and vision for the therapy program to grow supportive offerings and services. This position will maintain a cohesive treatment philosophy, serve as a liaison to the community on collaborative projects, and provide clinical supervision, consultation, and training to all clinical program staff to ensure a high quality of service to clients. The Clinical Program Director will work in partnership with the Managing Director and the Board of Directors to provide leadership necessary in fulfilling the mission of the organization and advancing clinical practice. This position also provides some direct therapy to clients.

Summary of Qualifications

- Master's Degree in one of the Creative Arts Therapy modalities (Dance/Movement, Art, Drama/Psychodrama, or Music) or a Master's Degree in Creative Arts Therapy
- Professionally credentialed in one of the Creative Arts Therapy modalities
- Licensed as an LCSW, LPC, MFT, or PhD
- Eligible for licensure in the state of Wisconsin (current Wisconsin licensure preferred)
- Minimum of 5 years professional clinical experience; minimum of 2 years of experience in a leadership role
- Prior experience with insurance billing (desired)
- Able to work in the U.S. without requiring sponsorship

Additional Details

This position is expected to work on-site from Hancock Center's building in downtown Madison, with the potential after six months to explore some remote work. The salary range is \$70,000-\$85,000 based upon experience, and compensation includes a generous benefits package. Hancock Center requires employees to be fully vaccinated for COVID-19, recognizing exceptions for religious or medical reasons.

A full job description may be reviewed online through https://bit.ly/HC_careers.

TO APPLY

Submit the following application materials to recruiting@timpanogroup.com:

- Letter of qualifications addressed to Hancock Center Recruitment Team
- Resume or CV

For assured consideration, submit materials by June 5, 2023. Applications will be accepted until the position is filled.

Applications submitted without both a letter and resume/CV will not be considered. PDF and Word documents accepted.

Direct questions to recruiting@timpanogroup.com.

Hancock Center is an equal opportunity employer. Qualified applicants who are of color or from systematically oppressed populations are encouraged to apply. For more information, visit our website: <http://www.hancockcenter.net>.

Hancock Center for Creative Arts Therapies

Clinical Program Director

Position Summary

Responsible for providing clear administrative oversight of the therapy program, envisioning and leading the clinical growth and direction of the program; maintaining a cohesive treatment philosophy; serving as a liaison to the community on collaborative projects; and providing clinical supervision, consultation and training to all clinical program staff to ensure a high quality of service to clients. The Clinical Program Director works in partnership with the Managing Director and the Board of Directors to provide the vision and leadership necessary for fulfilling the mission of the organization and advancing clinical practice in the spirit of the founder. This position also provides direct therapy to clients.

Primary Responsibilities

MANAGEMENT/ADMINISTRATION

- Maintain clear and open communication with Managing Director
- Provides clinical oversight concerning the programs and services of Hancock Center in consultation with the Managing Director
- Maintain knowledge of and adherence to HIPAA requirements as well as credentialing and licensure issues
- Research, understand, and uphold funder programmatic requirements and policies
- Assist Managing Director with budgeting and grant writing
- Recruits and manages creative arts therapists; evaluates and provides on-going performance feedback to clinical staff and volunteers

SERVICE QUALITY ASSURANCE

- Provide consistent, on-going clinical supervision to HC therapists
- Conduct yearly clinical staff evaluations
- Conduct monthly peer staff meetings with a portion dedicated to clinical oversight
- Train select staff in handling initial contacts and interest in therapy services
- Manage wait list and intake process
- Provide ongoing supervision as needed
- Research relevant trends in treatment field, make recommendations for application in programs, and determine training needs
- Cultivate clinical talent through internships and quality volunteer experiences

COMMUNITY OUTREACH

- Contact potential referral sources with program information to increase number and diversity of program clients
- Maintain and enhance relationships and contact with other agencies and organizations in the community that serve similar populations or who share common missions
- Participate and consult with area task forces, consortia, and ad hoc committees to advocate for systems change enhancing treatment for children and families

Hancock Center for Creative Arts Therapies

Clinical Program Director

Primary Responsibilities (continued)

CLINICAL PRACTICE

- Maintain case load of clients, either individual or group

BOARD OF DIRECTORS

- Reports directly to and acts as co-executive staff liaison to Board of Directors (BOD)
- Serves on board committees as appropriate
- Attends and provides reports at meetings of the Board Committees, as appropriate; and attends meetings of the full board, providing comprehensive reporting as appropriate
- In collaboration with the BOD, meets with prospective board members as appropriate
- Collaborates with the Managing Director on meeting agendas in collaboration with Board leadership
- Review goals and objectives with the BOD and periodically report on the status of such
- Performs other related duties as assigned by the BOD

GENERAL DUTIES

- Attend weekly Hancock Center staff meetings
- Meet regularly with agency Managing Director to ensure program coordination
- Review and consult with Managing Director on potential new hires for the center

These duties are not meant to be all-inclusive. As a small non-profit organization, all staff members are required to take on duties that are not apparent in their individual job description. It is expected that each employee will always strive to complete tasks necessary to keep the organization operating successfully; even if that includes working in areas to which they are not accustomed.

Critical Characteristics

QUALIFICATIONS

- Master's Degree in one of the Creative Arts Therapy modalities (Dance/Movement, Art, Drama/Psychodrama, or Music) or a Master's Degree in Creative Arts Therapy
- Professionally credentialed in one of the Creative Arts Therapy modalities
- Licensed as an LCSW, LPC, MFT, or PhD
- Eligible for licensure in the state of Wisconsin (current Wisconsin licensure preferred)
- Minimum of 5 years professional clinical experience
- Minimum of 2 years of experience in a leadership role
- Prior experience with insurance billing (desired)
- Able to work in the U.S. without requiring sponsorship
- Pass a background check

Hancock Center for Creative Arts Therapies

Clinical Program Director

Critical Characteristics (continued)

COMPETENCIES AND ABILITIES

- Commitment to mission and vision as well as diversity, equity, and inclusion principles
- Ability to articulate and communicate clearly and precisely when giving direction or interacting with staff, visiting artists, volunteers, students, apprentices, vendors, patrons and the general public
- Ability to navigate complex interpersonal dynamics and cultural differences in a productive and with a growth mindset
- Ability to manage stress, multiple tasks, deadlines, interruptions and multiple priorities; and to work cooperatively while maintaining a professional demeanor
- Physically able to conduct work requirements in the physical space
- Strong cognitive skills including but not limited to:
 - knowledge of effective creative arts treatments with a varied range of populations struggling with mental health issues, developmental delays, cognitive challenges, trauma and sexual abuse as well as people seeking therapy for self-growth
 - clear understanding of the clinical goals of the Hancock Center's programs
 - ability to understand and relate to ideas, generally several at a time, and interpret a variety of needs observed or furnished in written or oral form
 - possess and use sound judgement in the professional arena
 - demonstrate initiative, good follow through, and organizational skills

Additional Details

Reports to: Board of Directors

Position: salaried, exempt, full-time preferred (minimum negotiable: 32 hours/week)

Location: On-site (some hybrid work negotiable after six months)

Salary: \$70,000-\$85,000 annualized 1.0 FTE + benefits