

MPDC Job Description

Job Title: Licensed Clinical Manager	Department: Community Action
Position Status: Full-Time Exempt (35hrs)	Pay Rate/Salary: 70-85k/year
Reports to: Assistant Director of Community Action	Estimated Start Date: September 2025

About MPDC: Madison Park Development Corporation (MPDC) is a 59-year old community development corporation (CDC) that serves the Roxbury neighborhood of Boston. Our mission is to develop and preserve quality, mixed-income housing in Roxbury, and to promote the renaissance of Nubian Square as a thriving neighborhood business district, recognized as a center of commerce and culture that anchors the economic revitalization of Roxbury.

Position Description: MPDC is committed to providing residents and individuals of all ages participating in MPDC's community-building, engagement and advancement programs with access to comprehensive services and support, as well as ensuring organizational staff are positioned to successfully serve constituents. This individual will provide in-house mental/behavioral health and case management services and will coordinate with Community Action department staff on implementation of youth workforce initiatives. This role is designed to build the capacity and expertise of our Community Action department team and serve as a content expert in the design and development of a new expanded program serving out-of-school youth.

The Clinical Manager will provide a clinical presence and expertise, coordination of services, consultation, coaching and training for Gun Violence Prevention staff. The Clinical Manager will work closely with staff to build their capacity to support students with trauma-informed practices. The Clinical Manager will strive to understand the organizational culture so that he or she can work in partnership with leadership and program support teams to build trauma-informed practices that best support social-emotional learning of the organization.

Responsibilities:

- Staff Leadership & Development
 - Serve as clinician/mental health presence to the Gun Violence Prevention team and offer staff support around self-care and vicarious trauma
 - Support development of Community Action department staff through identification of needs and implementation of trauma informed care and mental health internal training, as well as coordination with external mental health training providers
 - Provide ongoing coaching and support for Gun Violence Prevention staff to ensure trauma-informed practices that support social-emotional learning
- Program Development & Operations
 - Serve as a functional expert and thought partner to the leadership and program support team regarding current best practices and initiatives related to providing trauma-informed care
 - Apply clinical lens to strategy and decision-making

- Create systems of care for participants in need of mental health services
- Evaluate potential partnerships and programming with outside parties
- Develop Mental Health programming and intervention for youth tailored to the individual and program needs
- Clinical Intake, Assessment, and Case Management
 - Perform clinical duties including intake, assessment, and treatment planning
 - Conduct assessments to identify and determine program youth needs, provide resources and support and assist with case referrals. (complex needs)
 - Based on clinical experience, provide intensive support that may include the following: clinical intake assessment of needs for services, advocacy, consultation, direct social work services, mediation, referrals to resources, and collaboration with partners.
 - Connect and collaborate with agencies that are serving youth by developing a referral system with partner agencies
 - Provide referrals to clients in need of therapeutic support during crisis and emergencies and collaborate with program staff to identify resources and referrals
 - Participate in all case management meetings
 - Provide crisis management support and response including supporting staff and clients with intervention and connection to any necessary services in partnership with clinical partner Whittier Street Health Center.
 - Coordinate care with community-based organizations, and provide referrals as needed
 - Assess students and coordinate disability accommodation for testing through the PSI system
- General and Administrative Responsibilities
 - Maintain detailed and updated case records, and generate internal and external monthly reports using Salesforce CRM
 - Follow all standards for protecting individual health records and case management, ensuring compliance with HIPAA and applicable state laws.
 - Attend relevant internal staff meetings and other required program/organization meetings and events.
 - Participate in relevant training and seek out training opportunities that support professional development outlined in annual work plan

Required Knowledge, Skills, and Experience:

Education: Bachelor's degree in social work, Psychology, Counseling Psychology or other LCSW or LMHC or other LPHA licensure-eligible program. *

Years of Experience: Minimum of 2 years of clinical experience working with people with psychiatric disability and/or co-occurring disorders preferred. *

Skills:

- Applicants should also have a deep understanding of trauma-informed practices and be familiar with the Stages of Change model
- Ability to maintain professional boundaries and enforce

Preferred Knowledge, Skills, and Experience:

- Master's degree in social work, Psychology, Counseling Psychology or other LCSW or LMHC or other LPHA licensure-eligible program
- Valid Massachusetts LICSW preferred; will also consider LCSW or LMHC
- Bilingual/bicultural applicants and applicants with direct experience serving low-income individuals of color, including youth and young adults

*Must be able to pass a CORI, reference, educational and professional licensure check