

Assistant Clinical Director (6811U) University Health
Services 78663
University of California, Berkeley

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Posted Jun. 13, 2025, set to expire Jul. 1, 2025

Job Title	Assistant Clinical Director (6811U) University Health Services 78663
Department	University Health Services
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jun. 13, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Associate/Assistant Director
Academic Field(s)	Social Work
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Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public

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mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with up to 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

University Health Services (UHS) serves the campus as a comprehensive campus-based health center providing fully accredited medical care, mental health services, and innovative health promotion programs for students, faculty and staff. We coordinate off-campus care through a network of community specialists and hospitals and also administer a major medical insurance plan for students. In addition, UHS serves the campus through public health, health justice, and health policy initiatives.

Learn more by visiting the [UHS website](#), our [strategic plan](#), and our [UHS values](#).

Application Review Date

The First Review Date for this job is: 6/24/2025. This job will remain open until filled.

Responsibilities

Supervision and Clinical Oversight:

- Provide administrative and clinical supervision to licensed clinicians and training staff in order to deliver effective, high quality counseling services to students.
- Guide clinicians in addressing complex mental health issues and provide consultation regarding high risk cases, challenging client interactions/issues, and treatment strategies.
- Ensure direct reports accurately document all client related activities within established timeframe; implement performance improvement plans as needed.

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- Monitor and support staff in meeting clinical productivity goals and execute steps to address low productivity.
- In collaboration with the manager of data and quality assurance and the Clinical Director, ensure provider adherence to other standards, internal policies, and external regulations.
- Assess competency, conduct proctoring, and complete performance reviews for direct reports.
- Create, monitor, and update daily schedules of clinicians.
- Directly address personnel issues including grievances and complaints.
- Participate in and lead the recruitment, hiring, and clinical onboarding of counseling staff.

Clinical Operations:

- Under the supervision of the Clinical Director, oversee the day-to-day clinical operations and workflow for counseling and front desk staff.
- Monitor daily utilization of same-day counseling and on-call/urgent drop in services and address barriers to access.
- In collaboration with the Clinical Coordinator, assist with management of coverage issues that may arise due to unpredictable circumstances.
- Monitor ProtoCall after hours service utilization, review of daily reports, outreach and follow up with students, and facilitation of annual contract renewal.
- Serve as back-up for the Manager of the Day.
- As assigned, serve on committees and attend meetings of significance to CAPS, Student Mental Health, UHS and the University.
- Function as Acting Clinical Director during temporary absences of the Clinical Director.

Program Management and Improvement:

- Participate in the development and maintenance of clinical services delivery policies and procedures.
- Provide annual and as needed training for staff regarding clinical policies and procedures.
- Review and analyze same day and on-call counseling utilization reports and present recommendations for quality assurance/improvement.
- In collaboration with the Clinical Director, participate in and lead projects regarding quality improvement to increase efficiency and improve quality of care.
- Serve as EHR lead addressing problems and updates in coordination with IT, CAPS managers, and other UHS units.

Counseling Services:

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- Perform psychological evaluation, diagnosis, counseling, consultation, and crisis intervention for individuals and groups across a broad spectrum of developmental and psychological concerns that interfere with effective academic and personal functioning.
- As technical leader, provide services to the most difficult and complex cases including issues of high risk.
- Participate in psychoeducational outreach programming and crisis/postvention outreach as needed.

Other duties as assigned.

Required Qualifications

Education

- Doctorate in clinical psychology or counseling, post-doctoral work required. OR
- Masters in clinical social work, marriage and family therapy, or counseling.

Licenses and Certifications

- Doctorate in clinical psychology or counseling, post-doctoral work required.
Current, valid license in California as a psychologist Must be licensed by start date. OR
- Masters in clinical social work, marriage and family therapy, or counseling.
Current, valid CA state license as a LCSW, MFT, or LPCC. Must be licensed by start date.

Preferred Qualifications

- Experience providing clinical and administrative supervision to licensed clinicians
- Knowledge of One-at-a-Time clinical services delivery model.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in

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making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

- The budgeted salary range that the University reasonably expects to pay for this position is \$109,200 - \$143,000.
- This is a 100%, full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.

How to Apply

To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.
- Your employment is dependent on obtaining and maintaining a credentialing clearance (if applicable), background clearance and medical clearance according to University Health Service policies.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

Misconduct Disclosure

As a condition of employment, the final candidate who accepts a conditional offer of employment will

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be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

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Contact

N/A

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