

JOB DESCRIPTION



JOB TITLE: Director of Behavioral Health

REPORTS TO: Chief Medical Officer

EMPLOYMENT CLASSIFICATION: Full Time, Exempt

EXPOSURE CLASSIFICATION: Category II The normal work routine involves no exposure to blood, body fluids, or tissues, but exposure or potential exposure may be required as a condition of employment. Personnel who do these duties may be called upon as part of their duties to help with cleanup, patient care, laboratory or other similar procedures where exposure may occur.

QUALIFICATIONS: Licensed Professional Counselor, Master's degree in Counseling or Behavioral Science. A minimum of seven years professional experience in mental health, human services or social service programs.

PHYSICAL REQUIREMENTS: Must possess ability to communicate in the dominant language of the geographic region. Must be able to lift 30 pounds. Vision and hearing corrected to within normal limits is required. Must be independently mobile.

JOB FUNCTIONS:

1. Under limited supervision, plans, implements, develops and coordinates comprehensive Behavioral Health Service programs. Supervises Clinical Therapist in the provisions of agency behavioral health counseling services/crisis.
2. Determines and priorities training needs for staff and program area.
3. Provides supervision and completes performance evaluations for staff.
4. Ensures timely and accurate preparation and submission of various reports and other information.
5. Coordinates workloads and responsibilities to staff. Monitors/provides treatment to clients and client's family using cognitive behavioral approach to treatment. Ability to provide and manage crisis. Develops/monitors protocol and procedures for crisis. Provides/monitors individual and group therapy to an array of psycho-social issues.
6. Plans and implements goals and objectives for area of responsibility. Engages children and families in development of treatment plans; accesses services; monitors behavior changes; thoroughly documents activities for the case file; ensures needed services are linked to care providers.
7. Plans and implements the knowledge and skills development of staff through individual and group conferences.
8. Reviews and evaluates case material.
9. Ensures uniform interpretations, applications and implementation of policies, rules and regulations by staff.
10. Attends meetings and coordinates with various public and private organizations in promoting the effectiveness of program goals.

11. Ensures that personal identifying information is properly used, accessed, gathered, shared and disposed. Protects the agency networks and applications by safeguarding systems, equipment and data.
12. Exhibit compliance with FHC's corporate compliance policy.
13. Performs job activities in ways that are respectful, courteous and responsive while interacting with patients, visitors and co-workers.
14. Perform other duties and assume other responsibilities as appropriate or as directed.

PERFORMANCE CHARACTERISTICS:

Knowledge of Job: Has necessary knowledge of the methods, procedures and policies of the organization as they pertain to the performance of the assigned job.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described in employee's job description.

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Accepts accountability for meeting assigned responsibilities.

Attendance: Attends work regularly and adheres to policies regarding absences and tardiness. Provides adequate notice to the immediate supervisor with respect to vacation time and time off requests.

Judgment: Exercises good judgment in areas of responsibility. Identifies or assists in identifying alternative solutions to problems or situations.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of the same.

Relationships with Others: Shares knowledge with supervisor and staff for mutual benefit. Contributes to improving/maintaining high morale among employees. Develops and maintains cooperative and courteous relationships with patients, co-workers, vendors and visitors.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work. Attends meetings, training and other type organization sessions on time.

Safety and Housekeeping: Adheres to safety and housekeeping standards. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job duties and accountabilities.

Planning: Plans, coordinates, and uses information effectively to enhance activities and production.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all matters affecting them and/or of concern to them.

Staffing: Selects and recommend employment of personnel who are qualified to meet the needs of organization. Personally directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment, which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of goals and objectives.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department.

Creativity: Regularly seeks new and improved methodologies for enhancing the effectiveness of organization. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of company policies and procedures regarding organizational functions. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.