

COMMUNITY HEALTH CENTER

POSITION DESCRIPTION

<u>Position Title</u>	<u>Department</u>	<u>Date</u>
Director of Mental Health, Addictions and Health Promotion	MH & AS & HP	11/99

Function

Manages the Mental Health, Addictions and Health Promotion Department under the administrative supervision of the Executive Director.

Representative Duties

Establishes appropriate, quality standards for patient care in mental health, addiction treatment and health promotion activities for the health center.

Plans, initiates and maintains quality standards for patient care in mental health outpatient treatment. Oversees new program initiatives. Sets and monitors productivity standards.

Plans, initiates and maintains quality standards for patient care in substance abuse outpatient treatment.

Plans, initiates and maintains quality standards and immediate access to care, 6 days weekly, for outpatient acupuncture detoxification and counseling program.

Reviews and assures standards for hiring in Mental Health, Addictions and Health Promotion Department. Sets qualifications and oversees hiring of personnel, credentialing, training, supervision and evaluation of department staff.

Assures that appropriate protocols for continuous improvement are established in mental health and addiction services and monitors ongoing compliance with quality assurance standards for mental health and substance abuse outpatient care

Assures integration of Programs with other Health Center activities as appropriate

Plans or oversees the planning for new program initiatives

Oversees the efforts to obtain new funding and assure the continuation of on-going funding

Assumes responsibility for the financial management of the Mental Health, Addictions and Health Promotion programs

Develops and manage all department budgets.

Procures and initiate Managed Care Contracts for Outpatient Behavioral Health Care.

Assumes Responsibility for the internal operations of the Mental Health, Addictions and Health Promotion department.

Oversees recruiting, maintaining and providing appropriate clinical coverage in the mental health dept. for 24-hour clinical coverage for health center patients.

Sets strategic vision for department programs, program development

Supervises the management group of the Mental Health, Addictions and Health Promotion department, establish and direct priorities for departmental projects and new initiatives. Set goals and objectives for all program services within department and monitor the achievement of these goals.

Participates in proposal development and new project development by participating in planning and work groups, contributing text, developing project budgets and operationalizing project objectives in collaboration with the Director of Federal Grants and State Grants and the Director of Development.

Supervises Program Managers to assure inter-organizational integration of services to provide a quality continuum of care.

4. Provides Supervision to Assigned Staff

Hires, trains, supervises and evaluates Program Managers and other assigned staff (E)

Insures that newly hired staff receive a comprehensive program and departmental orientation

Trains staff regarding the full range of their responsibilities (E)

Provides yearly written evaluations of assigned staff, following agency evaluation guidelines (E)

Makes employment decisions regarding assigned staff, residents and students within the scope of defined authority and following established agency and program guidelines (E)

Represents department within external professional community

Assures ongoing communication and reporting with outside funders such as DPH and other city, state or federal funders.

Participates in statewide associations, area planning groups, and participate in Behavioral Health Care network development. Serves as liaison to outside behavioral health facilities, area schools and community agencies.

Oversees the DPH Licensure process with Mental Health and Substance Abuse. Establishes Policies and Procedures for Department compliance with state licensure regulations.

Participates in Activities Designed to Maintain and Enhance the Quality of the Health Center

Wide Programs and Services

Serve on agency Quality Council to set priorities for health center wide quality initiatives

Serve on agency Women's Task force to set priorities for health center wide women's programming and outreach

Serve on agency Diversity Task Force to set priorities for health center wide diversity initiatives, training, staff recruitment and outreach

Serve on Clinical Committee, Data Committee and Management Team of the Health Center to set priorities for Health Center services.

Meets Agency Participatory Expectations

Adheres to all agency and departmental policies and procedures

Participates in quality assessment and improvement activities as requested

Adheres to the highest principles of patient and client confidentiality

Adheres to established safety policies, procedures and precautions; identifies potential or actual unsafe situations in the environment and takes measures to rectify the situation

Attends all required meetings, in-services and professional trainings

Maintains professional competence necessary to perform job responsibilities; maintains and provides agency with records of continuing education activities

Serves on agency committees and in professional organizations when requested

Performs related duties as required.

Education

Masters Level degree in related mental health or social services.

Independent licensure.

5-8 years Management experience of multiple programs.

Experience/Other Requirements

Experience working with an ethnically, culturally and racially diverse workstaff preferred; ability to work harmoniously with diverse of individuals required.