

Job Summary:

The Mental Health Program Director will serve as the primary liaison between the agency and other agencies in the mental health continuum (e.g., state hospital, community case management, adult foster care homes, etc.).

Supervisory Responsibilities:

- Directs the day-to-day operations of the program and implements programmatic and administrative policies and procedures to attain program goals and objectives.
- Supervises the service staff, evaluates employee performance, and makes recommendations for human resources actions to the mental health vice president.
- Makes programmatic and administrative recommendations to the mental health vice president in accordance with the agency/program goals and objectives.

Duties/Responsibilities:

- Develops and implements programmatic and administrative policies and procedures to attain program goals and objectives.
- Oversees quality assurance in the program's service delivery including clinical care and documentation.
- Oversees the program's productivity to meet established standards and to ensure continuity of care in the provision of comprehensive services.
- Coordinates communication with other service components of the agency and outside agencies involved with agency clients.
- Adheres to the agency's policies and procedures.
- Serves on agency committees, working groups, and other bodies as assigned.
- Adheres to the agency's code of ethics and complies with the state mental health code.

Required Skills/Abilities:

- Clinical expertise in crisis intervention, skill in working with the mentally ill population, and with individuals undergoing acute episodes of psychiatric distress; skill in diagnosis and assessment.
- Ability to work as part of a comprehensive community mental health team and to represent the agency in the community.
- Skills in supervising, evaluating, and disciplining staff of professionals and paraprofessionals.
- Familiarity with community support systems, health care and human service resources, court and police activities, etc.
- Good organizational skills and administrative abilities.
- Flexibility in days and hours available for scheduled work including weekends.
- Knowledge of and the ability to adhere to a professional code of ethics.
- Knowledge of and the ability to comply with the state's mental health code.

Education and Experience:

- Master's degree in a mental health discipline required.
- Certified consulting/licensed psychologist (PhD), psychiatric nurse (MSN), or clinical social worker (ACSW) preferred.
- Appropriate professional registration/certification by state/national authority required (CSW, RN, etc.).
- At least five years of professional experience in the mental health or human services fields required with at least three years at the supervisory level preferred.
- Must possess a valid driver's license and have access to a private vehicle.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.