

# UNION SETTLEMENT

## EMPLOYMENT ANNOUNCEMENT

**Position:** Assistant Director of Mental Health Services  
**Department:** Mental Health Services  
**Reports to:** Director of Mental Health Services  
**Hours:** Full-Time  
**FLSA:** Exempt

### **Position Summary:**

The Assistant Director of Mental Health Services is responsible for overseeing all the operational and program activities of Mental Health Services in the absence of the Director of Mental Health Services. The Assistant Director is responsible for clinical aspects of client care, including supervision of staff clinicians, treatment planning review, and in-service training.

### **Responsibilities:**

- Oversight of operational and program activities in the absence of the Director
- Provide direct clinical services to clients.
- Supervise clinical staff and students, including consulting with clinical staff on cases when appropriate.
- In absence of Director, facilitate group clinical supervision meetings and Educational Seminars.
- Active participation in the Leadership Team.
- Run Leadership team in the absence of Director.
- Assist Director in the development and maintenance of the Clinical Policies and Procedures manual.
- Participate in program development.
- Participate in quality improvement initiatives.
- Facilitate Incident Review meetings.
- Participate in Consumer Advisory Board meetings.
- Arrange for and provide in-service training to clinical staff.
- Research and circulate outside development opportunities to staff. Review staff requests to utilize these resources.
- Rotate after hours on call responsibilities.

- Coordinate Utilization Review.
- Assist with development and implementation of Electronic Health Records
- Oversee, and help in coordination intake process and case assignment
- Assist Director in hiring process
- Additional duties as assigned by supervisor.

**Qualifications:**

- LCSW or Ph.D in Psychology and New York State Licensure.
- At minimum, three years clinical supervisory experience.
- Demonstrated experience with Article 31 mental health clinics and OMH rules and regulations.
- Demonstrated experience with Article 31 mental health clinic billing procedures and regulations.
- Excellent oral and written communication skills.
- Excellent interpersonal skills.
- Excellent analytical and organizational skills.
- Excellent management abilities.
- Unquestioned personal and professional integrity.
- Innovative and analytic problem-solving abilities.
- A dedicated work ethic.
- Excellent computer skills.
- Bilingual (English/Spanish) a plus.
- An appreciation for the needs of the East Harlem community and the importance of the social service work performed by Union Settlement.

**To Apply:**

Please send Cover Letter, Resume, Salary Requirements, and References to:

[Jobs@unionsettlement.org](mailto:Jobs@unionsettlement.org)

Please indicate **Assistant Director of Mental Health Services** in subject of e-mail