

UNION SETTLEMENT

Job Description

Position: Director of Mental Health Services
Department: Mental Health Services
Reports to: Executive Director and Associate Executive Director
Hours: Full-Time
FLSA: Exempt
Reviewed: 4/4/17

Position Summary:

The Director of Mental Health Services is responsible for overseeing all the operational and program activities of Union Settlement's Mental Health Services program. This includes an Article 31 outpatient mental health clinic serving approximately 750 clients and a Children's Care Management program serving approximately 90 clients, with a combined annual budget of approximately \$4.5 million. The Director is a member of the agency's senior management team and must be a strong, hands-on manager, supervising a staff of approximately 50 individuals.

Responsibilities:

- Oversee the day-to-day clinical and fiscal operations of Mental Health Services, including the timely submissions of required regulatory reports and licensing credentials.
- Supervise clinical and administrative staff, including consulting with clinical staff on cases when appropriate.
- Work in conjunction with the agency's Chief Financial Officer to oversee the billing operations of the mental health clinic.
- Ensure compliance with all state and local regulations, including compliance with the New York State Office of Mental Health (OMH) regulations.
- Review the current business model and developing strategies for the expansion of operations and services.
- Oversee Department involvement in City and State initiatives
- Oversee changes relating to DSRIP and the transition to Value Based Payments
- Perform managerial audits to ensure quality assurance.
- Recruit and hire clinical and administrative staff.
- Define, measure, and evaluate program performance data.
- Create continuous improvement based on performance data.
- Train, supervise and motivate others to engage in appropriate performance management activities.
- Evaluate staff performance and identify areas of training needed. Collaborate with internal departments and external agencies to facilitate training.
- Receive referrals for service and oversee assignment of cases to clinical staff.
- Facilitate clinical case conferences.

- Oversee the maintenance of the Clinical Policies and Procedures manual.
- Arrange for in-service training to clinical staff.
- Additional duties as assigned by the Executive Director and Associate Executive Director.

Qualifications:

- LCSW or PhD in Psychology and New York State Licensure
- Seven plus years of management and 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
- Demonstrated experience in building and maintaining relationships with referral sources, local governments, funding sources, families and local communities
- Excellent verbal 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.

Employee Name

Employee Signature

Date