

## Job Description

**Job Title:** Behavioral Health Director

**Department:** Behavioral Health

**Reports To:** COO

**Supervisory Responsibilities:** Behavioral Health Program Managers; Behavioral Health Therapists; Behavioral Health Case Manager

**FLSA Status:** Exempt

**Salary Level:** Based on skills/experience

**Summary:** Supervises and manages all activities of the Behavioral Health Department within the framework of the established philosophy, objectives and policies of the agency. Be a compliance driven leader with a strong focus on safety, quality and integrity. Responsible for providing day to day leadership; oversight of treatment services; facilitate program development, implementation and evaluation of clinical programming; delivery of treatment services; participation in agency administrative responsibilities; and the ongoing management and successful administration of the Behavioral Health Department.

**Essential Duties and Responsibilities:** include the following (*Performs other tasks as directed by administration*):

1. Provides clinical supervision to and oversees direct services by Behavioral Health Therapists, including Licensed Masters of Social Work, Limited Licensed Masters of Social Work, Master Level Social Work Candidate Interns, Limited Licensed Professional Counselors & Certified Addiction Counselors.
2. Provides timely, accurate and complete reports on the operations of the services, including, but not limited to, measures and effectiveness of achieving operational performance as defined in the strategic plan. Participates in case management meetings.
3. Acts as Site Placement Coordinator for the MSW Internship Program with the University of Michigan's School of Social Work and other college and University MSW or PsyD placements.
4. Maintains direct practice client caseload minimum of 16 hours per month.
5. Works closely with client and/or client's family to advocate and create linkage with other community resources regarding complex client and or family needs involving coordination of clinical care with other community agencies.
6. Update, coordinate, and manage the department clinic schedule.
7. Provides day-to-day leadership including advice, guidance, direction and authorization to achieve the clinical and administrative goals and objectives of the department.
8. Cultivates positive relationships with and maintains an environment of collaboration/integration at all levels of the organization. Participate in facility wide activities related to Behavioral Health.
9. Participates in Multidisciplinary Team Meetings.
10. Directly work with the Medical Director to facilitate integrative care services.
11. Ensures that all activities and operations are carried out in compliance with local, state, and federal regulation, CARF and AAAHC standards, and all laws governing healthcare operations.
12. Hire and train departmental staff.
13. Represents the agency in the external professional community.
14. Works with substance abuse counselors and assist with client referrals to rehabilitation centers or treatment programs.
15. Collaborates with staff and volunteers as necessary to coordinate care, based on patient and family needs.
16. Educates Behavioral Health providers in regards to state, federals and other assistance programs.
17. Acts as a patient advocate and communication link with other community resources. Provides case management for complex clients with multiple needs.
18. Coordinates care with other community agencies, building strong referral relationships, based on the needs of the clients served.

19. Develops internal case records systems, audits and insures patient's charts are accurate. Prepares other records and reports as requested by the supervisor.
20. Assists in the development and implementation of new services and programs.
21. Must be able to take detailed chart notes and Utilize SOAP (Subjective, Objective, Assessment, Plan) note in all patient charts.
22. Oversees all departmental grants and projects, develop related budgets, apply for grants and other types of funding.
23. Conducts Quality Improvement departmental reviews, reports and projects.
24. Facilitate quarterly Peer Reviews in accordance to agency guidelines.
25. Must learn and utilize Electronic Health Records, IHS RMPS BH package, and suicide reporting.
26. Must be able to immediately inform Chief Operating Officer of any potential or actual malpractice claims and adverse actions taking by any licensing/credentialing body.
27. Participates in the interviewing, hiring and firing process of departmental staff.
28. Assists with all legal, licensing, regulatory, and certification activities as needed.
29. Attend all leadership meetings.
30. Attend all grantor meetings and necessary training.
31. Other Duties as assigned.

**Education/Experience:** Master's Degree in Health Administration, Public Administration, Social Work, Psychology, or other related field from an accredited university, LMSW preferred. Proven experience, minimum 3 years, in a similar role required. Through knowledge of social work principles, substance abuse intervention techniques and practices and their application to complex casework, group work, and community problems. Demonstrated knowledge of a wide range of behavior and psychosocial issues, their diagnosis and treatment, and overall understanding of behavioral health programming. Considerable knowledge of family and group dynamics, a range of intervention techniques, governmental and private organizations, resources in the community, laws, regulations and policies which govern the program, methods and principles of case work supervision and training. Ability to supervise, train or instruct lower level social workers, students or interns in the program, ability to establish and maintain effective working relationships with members of the caseload and their families as well as civic, legal, medical, social and religious organizations. Demonstrated grant writing, implementation and management required. Experience working with native children and families preferred, experience working with substance abuse prevention and treatment on a one-to-one basis and in group settings.

**Qualifications:**

- Must be self-directed.
- Must be able to maintain confidentiality, handle crisis and tolerate stress professionally.
- Valid MI Chauffeur's license; other credential or licenses must be kept current and consistent with applicable regulations.
- Ability to maintain a flexible work schedule, including evenings, weekends and overnight or extended travel as necessary.
- Ability to promote an alcohol, tobacco and drug-free lifestyle.
- Ability to apply proficient understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to read and comprehend simple instructions, short correspondence and memos.

**Other Requirements:** Familiarity and/or experience working with the Native American community; respect for and knowledge of traditional, cultural and spiritual practices of a diverse Native American community, as well as an ability to work with other racially, culturally and ethnically diverse populations.



**Work Environment/Physical Demands:** The characteristics and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee is often required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**NATIVE AMERICAN/AMERICAN INDIAN PREFERENCE IN HIRING WILL BE APPLIED AS DEFINED IN THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473).**

**Acknowledgement of Receipt**

I acknowledge that this job description is neither a contract of employment nor a legal document. I have received the job description, and I understand that it is my responsibility to read and comply with the duties contained in this description and any revisions made to it.

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ENTERED INTO PERSONNEL FILE BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Revised 7/29/24