
FEATHER RIVER TRIBAL HEALTH

POSITION DESCRIPTION

JOB TITLE: BEHAVIORAL HEALTH SERVICES (BHS) DIRECTOR

Grade: Negotiated

Reports to: Executive Director

Department: BHS

Classification: Exempt

Supervises: BHS Staff

POSITION SUMMARY:

Is responsible for directing day-to-day operations of the assigned program and implementing programmatic and administrative policies and procedures in order to attain program goals and objectives. The BHS Director is responsible for making programmatic as well as administrative recommendations to the Executive Director in accordance with the agency/program goals and objectives. BHS Director serves as primary liaison between the agency and other agencies of the mental health continuum. The BHS Director supervises all subordinate employees of the BHS Department.

Also serves as an LCSW providing clinical social work treatment, plans, and services as outlined in the LCSW or MFT job description, which is attached as reference.

ESSENTIAL FUNCTIONS:

1. Responsible for developing and implementing programmatic and administrative policies and procedures in order to attain program goals and objectives.
2. Supervises the service staff of the program, evaluates workers performance, and makes recommendations for personnel actions to the Executive Director.
3. Responsible for quality assurance in the program's service delivery, including clinical care and documentation.
4. Responsible for overall productivity of the program to meet standards.
5. Responsible for continuity of care in the provision of comprehensive services and coordinates communication with other service components of the agency and outside agencies involved with agency clients.
6. Serves as primary liaison between the agency and other agencies of the service continuum (hospitals, community case management, Department of Social Services, Bureau of Vocational Rehabilitation, etc.).
7. Adheres to the agency's policies and procedures.
8. Adheres to the agency's code of ethics and complies with the State Mental Health Code.
9. Complies with agency standard for service delivery.
10. Prepares grant applications and complies with all grants reporting requirements.
11. Collects data, conducts evaluations, and prepares reports for the Executive Director, Board of Director, and funding agencies.
12. Refer to job duties included in the job description for LCSW or MFT.

ADDITIONAL RESPONSIBILITIES:

1. Serves on agency committees, working groups, and other bodies as assigned.
2. Prepares monthly reports for state, federal, and private funding agencies as required.
3. Prepares monthly Board report for the department outlining activities, goals, and objectives of the BHS Department.
4. Works with organization in development and provision of mental health education for staff and patients.
5. Participates in continuing education in order to provide the highest quality of care to the patient population.
6. Attends all trainings, meetings, and conferences as required.
7. Learn and implement electronic health records functions as they continue to evolve.
8. Assist with a variety of duties in order to meet the needs of the department on an as needed basis.

KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

1. Ability to develop the expansion of behavioral health services.
2. Ability to establish and maintain effective working relationships; coordinate activities among departments in the agency and groups outside the organization.
3. Ability to plan, supervise, and execute program policies and objectives.
4. Express ideas clearly and concisely.
5. Exercise balanced judgment in evaluating situations and making decisions.
6. Demonstrate awareness, sensitivity, and appreciation of Indian culture, traditions, customs, and socioeconomic needs.
7. Ability to maintain strict confidentiality of all patient records.
8. Ability to work independently.
9. Knowledge and ability to do long range planning to identify
10. Human relations skills to deal effectively with patients, clients, and staff in person and on the telephone.
11. Ability to maintain a professional attitude and appearance at all times.
12. Knowledge of resources related to behavioral health.
13. Knowledge of billing BHS including Medi-cal and 3rd party resources

EDUCATION AND EXPERIENCE:

1. Graduate of an accredited University with a Masters Degree in Clinical Social Work or Marriage and Family Therapy.
2. Five (5) years experience as a practicing clinician with at least one (2) year experience as a supervisor.
3. Experience and training in alcohol and substance abuse counseling.
4. Possession of a valid California driver's license and current car insurance sufficient to be insurable.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms, stoop, kneel or crouch; and talk and hear within normal range. The employee is frequently required to stand, walk, sit, climb, or balance and use taste and smell senses. The employee must regularly be able to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. This position is physically and emotionally challenging. There is a high degree of stress. Ability to deal with time constraints and emotional stress and exposure to body fluids and viruses are also essential functions of this job.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to odors and airborne particles. The noise level in the work environment is usually moderate.

Reasonable accommodations will be given to qualified disabled applicants pursuant to Section 501 of the Rehabilitation Act of 1973, 29 U. S. Code 791, Title 29, and the Americans with Disabilities Act (ADA).

Reviewed Job Description:

Employee Printed Name: _____

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Executive Director: _____

Date: _____
