**Job Description**

# Job Title: Director of Behavioral Health

**Reports To: Board of Directors**

**General Position Description:**

The Director of Behavior Health is quarter-time position responsible for the overall management of the Behavioral Health program and provides supervision for master’s level mental health counseling students and staff as part of the management team of the Old Irving Park Community Clinic.

**Specific Duties and Responsibilities Include:**

* Maintains the proper staffing levels to adequately schedule coverage for intake evaluations and outpatient counseling services
* Interviews and hires behavioral staff and students
* Provides orientation, observation and training to staff and students that complies with licensing standards
* Creates and maintains high performance standards in all aspects of program
* Provides both individual and group supervision
* Schedules and holds mandatory meetings
* Performs staff and student evaluations in a timely fashion. Communicates regularly with staff and students on progress toward defined goals. Motivates staff and students to provide quality work.
* As a part of the team, ensures an atmosphere of safety, security, and responsible mental health care
* Provide all written and verbal information to other staff in a thorough, timely, legible, accurate, objective manner
* Maintains a collaborative, problem solving relationship with team members
* Provides regular communication regarding client progress, health issues, and significant events to staff, case managers, other providers, and family members, as needed
* Participates in treatment team and clinical meetings to regularly review and update individual treatment plans based on the changing needs and functioning levels of the clients
* Refers patients to specialists and to relevant patient care components, as appropriate
* Follows established policies, procedures, and objectives, continuous quality improvement objectives, and safety, environmental, and/or infection control standards
* Represents the organization at various community and/or business meetings, committees, and task forces; promotes existing and new programs and/or policies
* Helps develop and administer annual budgets for the organization
* Interact with local hospitals / institutions and outside specialists regarding pro-bono services for OIPCC patients
* Interacts with community leaders as part of our community outreach program to recruit volunteers and patients, e.g. church leaders, chamber of commerce etc.; solicit foundation, individual and corporate donors
* Participates in Board meetings
* Provides data as requested by Executive Director or other parties for the purposes of helping to secure grants
* Performs miscellaneous job-related duties as assigned

**Required Education & Experience**

* Licensed Mental Health Professional - LCPC or equivalent.
* Experience in a leadership or supervisory role preferred.
* Ability to work with clients with mental illness and chemical dependency issues.
* Excellent interpersonal skills with people from differing backgrounds and culture.

**Knowledge, Skills and Abilities Required**

* Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
* Ability to interact with students, faculty and/or staff in a team environment.
* Knowledge of clinical operations and procedures
* Ability to supervise, advise, and train clinical professionals and/or students in area of expertise
* Ability to develop and present educational programs and/or workshops
* Ability to work both independently and in a team environment
* Knowledge of accreditation and certification requirements and standards
* Effective verbal and written communication skills

**Conditions of Employment**

* Must pass a pre-employment criminal background check
* Subject to credentialing process; must maintain credentialed status, if applicable
* Must maintain board certification status
* Hours per week: 12
* Annual Stipend: $25,000

**Working Conditions and Physical Effort**

* Work environment should not involve excessive exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises
* Work environment involves exposure to potentially dangerous materials and situations that require following safety precautions and may include the use of protective equipment

Please send cover letter and resume to [alindstad@oipcc.org](mailto:alindstad@oipcc.org).