



JOB NOTICE

Date Posted: November 4, 2020

Date closed: November 23, 2020 or until filled

APPLICATION PROCEDURES: Send letters of intent and resume, preferably with completed application to: HR Box-Asst. Director BH; COMPASS Family and Community Services, 535 Marmion Avenue, Youngstown, Ohio 44502.

Department: Outpatient (Trumbull County)

Title: Assistant Director of Outpatient Behavioral Health – Trumbull County

Salary \$: Full-time; 40 hours per week position includes a competitive salary and Comprehensive Benefits Package

Shift: Day turn mostly; Monday through Friday, but will include evenings and Weekends based on client needs.

DUTIES AND RESPONSIBILITIES

ADMINISTRATIVE DUTIES (For Addiction/ Behavioral Health Services, ACT Team, Prevention)

- Represent agency in community behavioral health system's planning and clinical issues meetings, regularly scheduled and ad hoc.
- Maintains Performance Improvement and service evaluation requests.
- Program development by expanding existing services/programs as appropriate.
- Maintain facility certification and accreditation, as well as meet any other applicable compliance requirements.
- Collaborates with other community agencies with high community visibility.
- Makes recommendations of policy and procedure by an ongoing review of said policies and procedures.
- Implementation and administration of agency policies and procedures.

- Maximize financial performance.

SUPERVISORY DUTIES

- Individual and group supervision of counselors, program managers, case managers, nurse practitioners and applicable interns.
- Must be a team builder and foster teamwork within the division and among divisions of COMPASS.
- Review of clinical documentation and clinical supervision for accountability of required and timely clinical documentation in accordance with the standards set forth with OMHAS, CARF and Agency standards.

DIRECT SERVICE DUTIES

- Limited group and individual counseling activities with clients.
- Discharge planning activities from local and State hospitals.

CONTACT WITH CLIENTS/RESIDENTS ESSENTIAL OTHERS

- Families significant others, service providers, etc.

STAFF DEVELOPMENT

- Present in services/training as needed to various staff within the agency.

QUALIFICATIONS FOR JOB

Education/Experience: LISW-S/ LPCC-S is required. Supervisory designation is preferred. Three plus years' experience in mental health and dual diagnosis services, counseling/case management and/or community resource linkage. 3+ years' experience in a supervisory role with demonstrated ability to provide individual and group supervision. Must be able to provide coverage and to respond to emergencies on an on call-basis.

Technology: Must have the capacity to use and understand current information technology including office based and mobile computing devices, office software and clinical/programmatic information systems software.

Miscellaneous requirements: Criminal background check; Pre-employment drug screen; ***If applicable to the position requirements includes:*** Clear driving record; TB test, Mini-Physical and First Aid/CPR. All COMPASS clients should be transported in a COMPASS vehicle. If a COMPASS vehicle is not available, then the staff member is responsible to verify that they maintain coverage through their own personal carrier for business related travel, including transporting of clients, and MUST provide proof of coverage to COMPASS prior to transporting any COMPASS clients.

Interpersonal/Human Relations Skills: Emotional stability, team builder, creative, innovator, good planning and organization skills; demonstrates strong communication skills and responds appropriately to spontaneous situations. Periodic walking and standing during the day. May involve physical intervention with clients experiencing crisis situations. Potential exposure to blood borne pathogens.

Exempt: Not eligible for over time.

AN EQUAL OPPORTUNITY EMPLOYER – SERVICE PROVIDED THROUGH AFFIRMATIVE ACTION
EOE-MF/H including persons with disabilities and veterans