JOB DESCRIPTION: ASSISTANT REGIONAL DIRECTOR
Date: May 2019
Grade: 8
Location: Outpatient
Supervisor: Regional Director
Exempt: Yes

GENERAL PURPOSE: Responsible for administrative and clinical supervision of staff as well as overseeing operations of the office and collaboration of services within the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Personnel Management, including but not limited to:

- Collaborates with Regional Director in recruiting and hiring program personnel, subject to required review and approval
- Provides clinical and administrative supervision to assigned personnel. Accomplishes program staff strategies by determining accountabilities; communicating and enforcing values, policies, and procedures; carrying out staff selection, orientation, training, coaching, counseling, discipline, and communication methods following Center policies, procedures, and expectations; planning, monitoring, appraising, and reviewing job contributions
- Directs practices and objectives that will provide a Mission-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, customer service, problem solving, and implementing change
- Serves as a positive role model to other Center staff and the public
- Documents supervision contacts in the Center’s performance management system and conducts annual reviews within the scheduled timeframe

Program Management:

- Assures that there is regular clinical case supervision and administrative staff meetings sufficient in frequency, length and structure in accordance with the Center’s standards
- Monitors staff compliance with clinical record keeping and quality assurance requirements and the submission of statistical and activity reports
- Monitors program service activity to assure compliance with work load projections in specific area manages staff time and assignments to insure compliance
- Attends to clinic/program capacity and access to issue compliance and ability to meet community needs
- Attends required meetings with other service agencies in the community
- Actively supports administrative decisions
- Acts as a liaison between the Center, clients, client families, and the community
- Responsible for management of physical maintenance of clinic (i.e. heating, electrical systems, plumbing, appliances, office equipment, safety issues, and outside grounds. Schedules repairs and training as needed
Program Development and Planning:

- Develops recommendations for program development and improvement
- Assesses needs clinical and administrative needs of the office and conveys those needs to the Regional Director.
- Assures that services of the clinic are integrated whenever possible with other human services, public health, law enforcement, schools, primary care, and social services available to the local community. Includes participation or delegation of staff to participate in community meetings.

Clinical Activities:

- May deliver person centered, culturally sensitive evaluations, individual, group, family, crisis intervention, and case management services to clients designated by the Center. These services may be delivered in the Center or clinic office or within the community.
- Meets the Center’s standard for:
  - Client Care hours
  - Missed Appointments: i.e. DNS, CBT, CBC
  - Services Plans
  - Completion of All Documentation
- Works with client and their systems to identify treatment goals and objectives.
- Supports triage and client enrollment and referral through open access
- Provides support with emergency face to face evaluations at outpatient or community locations
- Serves as liaison to and provides consultation and training to staff and other community agencies, including client care coordination
- Maintains client charts according to the standards outlined in the record keeping procedures, administrative procedures, and quality assurance procedures of the Center
- Attends regularly scheduled staff meetings, in-service meetings and peer review meetings
- Designs client services through needs assessment and discussion with team members
- Covers selected duties of the Regional Director in his or her absence
- Provides clinical and administrative supervision to Center staff as assigned
- Performs assessments for residential placement and/or coordinates information required for assessment. Maintains reports to State regarding requests and disposition of requests.

Fiscal Management:

- Collaborates with Regional Director in developing a program that meets, or exceeds, budget expectations
- Monitors and manages both expenditures and revenues in accordance with program's approved budget

Center-Wide Essential Duties and Responsibilities

- Responsible for keeping client information confidential by adhering to Colorado law and policies and procedures of the Center.
- Responsible for compliance with applicable federal, state and local laws; professional practice acts and ethical guidelines; policies and procedures of the Center; and contractual guidelines.
- Responsible for activation of potential in self and others to achieve agency goals and objectives
- Meets the Center’s standards for Key Performance Indicators and behavior, attitude, and professional development
• Responsible for supporting the Center’s Vision, Mission, Values and Beliefs by practicing and modeling a culture of wellness within a One Team Mindset.
• Completes all administrative paperwork and Qualifacts documentation/time sheet (billing and personnel/payroll) as requested/required
• Completes required competency training in Essential Learning and additional training as requested or selected by supervisor
• Reviews and acknowledges Center policies and procedures as requested/required

MISC. DUTIES AS ASSIGNED
• Supports Center staff in the effort to collect client service fees.
• Participates on Center committees as assigned.
• Serves on interagency committees as assigned.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

SUPERVISORY DUTIES: Staff as assigned

QUALIFICATION REQUIREMENTS: 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education or Formal Training and Experience:
• Graduate degree in one of the recognized mental health professions with three (3) years post graduate experience
• Priority will be given to prior work experience in a Community Mental Health Center
• Colorado State License or License eligible

Knowledge, Skill and Ability: (include materials and equipment directly used)
• Have comprehensive knowledge of community mental health
• Ability to communicate and work professionally with other service agencies in the community
• Ability to summarize service themes from a variety of client contacts and communicate suggested improvements for service delivery
• Ability to provide services in the mental health Center, schools, jails, emergency rooms, and client homes. This may necessitate travel within the community
• Ability to do differential diagnoses based on the DSM, service planning, case management, and treatment
• Ability to assess level of risk and make appropriate clinical judgment for resolution of client emergencies to affect a safe outcome
• A working knowledge of psychotropic medications and medical information relevant to mental disorders
• A working knowledge of individual, group, family, and crisis treatment approaches and their application to clients with emotional, behavioral, and/or substance use disorder problems
• Ability to produce written documentation of clinical work in a manner readily understood by other service providers
• Ability to communicate program needs and services to individuals and groups
• Ability to communicate performance expectations and company policy to staff
• Basic computer and keyboarding skills
• Ability to enter data in the Center’s computerized record keeping system
• Ability to think critically and independently
• Ability to realize and activate potential in every interaction, every day
• Ability to adapt to change in the workplace
• Ability to use change as an opportunity for innovation and creativity
• Ability to inspire and model collaborative teamwork

WORKING ENVIRONMENT/PHYSICAL ACTIVITIES: 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 disabilities to perform the essential functions
• May need to provide services in noisy and unclean locations in the community.
• Works cooperatively and constructively with an interdisciplinary team.
• Works extended hours in front of a computer monitor
• Required to talk and hear
• Often requires sitting and use of hands and fingers, to handle or feel
• Occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl
• Vision abilities required by this job include close vision
• The noise level in the work environment is usually quiet to moderate

I have read this copy of my job description, discussed it with my supervisor and understand my responsibilities.

___________________________________________
Signature

___________________________________________
Date

THE CENTER FOR MENTAL HEALTH COLORADO MENTAL HEALTH CENTER EMPLOYMENT IS AT-WILL MEANING THE EMPLOYMENT RELATIONSHIP MAY BE TERMINATED BY EITHER THE EMPLOYEE OR EMPLOYER AT ANY TIME, WITH OR WITHOUT CAUSE OR PRIOR NOTICE.