



## **Job Description**

**JOB TITLE: Director of Behavioral Health**  
**DIVISION: Via Care Community Health Center**  
**SUPERVISED BY: Chief Operations Officer**  
**STATUS: Salary/Full Time - Exempt**

### **POSITION SUMMARY**

The Director of Behavioral Health will be responsible for the overall direction and administration of the Mental Health Services at VCCHC, including strategic planning, policy and procedure setting, ensuring contractual and regulatory compliance, planning for growth and diversification, revenue and budgetary oversight, goal setting (fiscal and service delivery), interface with other agencies and contracting entities, program development, delivery of services, productivity, and supervision of staff.

### **DUTIES AND RESPONSIBILITIES:**

- The Director of Behavior Health works closely with the Chief Medical Officer and Chief Operations Officer to develop and implement a strategic plan for the direction, growth, and diversity of services within the mental health department;
- Direct the development and implementation of program infrastructure, policies and procedures regarding all aspects of the Mental Health Services including, but not limited case management, mental health services, medication support, and other activities necessary to address the health needs of patients;
- Provide direct patient services carrying half a caseload, when program is fully staffed and being flexible in supporting with any crisis interventions, as needed.
- Directly supervise staff and involved in managing all mental health services, quality assurance, and information/billing systems related to mental health. This includes regular management meetings as well as individual meetings with members of the management team as requested.
- Coordinate and supervise graduate social work interns program supporting their clinical practicum hours and ensure that the intern's service delivery is clinical sound and ethical.
- Ensure that the department's productivity is continually met and has the ability to forecast seasonal community needs, clinic needs, and other trends that impact the service delivery of the department.

- Coordinate the development of annual goals and objectives for the mental health services which reflect the philosophical, qualitative, and quantitative intent of Via Care Community Health Center, as well as applicable funding sources;
- Oversee, monitor, and evaluate mental health services planning and implementation, including regular oversight and assessment of the mental health services effectiveness, quality, consistency, best practices (both clinical and business), standards of care, and outcomes;
- Screen, interview, hire and evaluate program staff. In addition, plan and coordinate their training, educational, and professional development;
- Ensure that mental health services are at all times in compliance with all applicable legal, contractual, regulatory, agency procedural requirements, and monitor the financial production of all mental health clinics;
- Assist in the development of the annual budget goals for the mental health services and all activities associated with program operations in order to maximize the resources and fiscal resilience;
- Represent the agency to advisory, educational, collaborative, or networking bodies; act as a primary liaison with community partners and funders;
- Assume administrative capacity and responsibilities, as necessary, in the absence of the Chief Executive Officer;
- Prepare all program reports to funding sources and for internal purposes, as required;
- Maintain appropriate registration/licensure with the State of California's Board of Behavioral Sciences (BBS) or Board of Psychology (BOP), including completion of state required continuing education credits, hours of supervision, and other procedures required by the relevant board;
- Participate in no less than 40 hours of annual professional training. These hours may be gained via attendance at Via Care sponsored on-site trainings, off-site professional seminars, graduate coursework, or other opportunities which have been certified by the BBS or BOP; and
- Perform other duties as deemed necessary for the fulfillment of program requirements.

### **QUALIFICATIONS**

- The requirements listed below are representative of the knowledge, skills, and abilities required to perform the job successfully;
- Required: Master's or Doctoral Degree in Social Work, Child Development, Psychology or related discipline, valid MFT, LCSW or Clinical Psychology license; five (5) years management experience in related field; Class 3 Driver's License, automobile evidence of automobile liability insurance.

### **EXPERIENCE /SKILLS**

- Proficient in English & Spanish (read, write, speak, & understand);

- Good written and oral communication;
- Excellent organizational skills;
- Excellent time management skills;
- Excellent professional boundaries;
- Excellent ability to conceptualize and resolve problems;
- Excellent judgment as pertaining to the position;
- Ability to work independently;
- Ability to complete projects and reports in a timely manner; and
- Ability to work as a team player in a highly challenging interdisciplinary environment.

### **SPECIAL REQUIREMENTS**

- Must have a reliable automobile for use on the job (mileage to be reimbursed);
- Valid California Driver License;
- State required automobile insurance coverage;
- Willingness to use own automobile on-the-job;
- Must have and maintain a clear criminal background, which involves fingerprinting (live scan); and
- TB clearance, to be renewed every year.

### **PHYSICAL DEMANDS**

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.

The following lists physical demands an employee will perform on a regular basis: sitting, viewing a computer monitor, typing/keyboarding, reading, handwriting, talking and hearing, walking, standing, talking on the phone, and driving (vehicle). Approximately 50% of time is spent sitting, while frequently required to walk, stand and bend. Must be able to talk and hear well. Good vision is imperative.

The following lists physical demands an employee may perform on an occasional basis: lifting an average weight of 20 lbs., crouch/knee/stoop/crawl and reach with hands and arm

***Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job any time.***