Job Title: Behavioral Health Director
Location: San Fernando Valley
Reports to: Chief Executive Officer

General Summary: Responsible for the daily operations and activities of the Behavioral Health Programs at all MCCN locations. Advises staff in clinical professional and/or administrative matters; interviews, selects, hires and evaluates professional and support staff; plans and oversees the proper orientation, training, development and supervision of all assigned program staff. This includes but is not limited to implementing and monitoring department procedures, protocols and the supervision of the Behavioral Health Provider Staff, including related services such as Substance Use Disorder (SUD). Participates with Director-level managers in the planning, implementation, and on-going evaluation of the quality and effectiveness of client care and support services. Will oversee, coordinate, develop and evaluate the programs’ overall effectiveness to ensure its consistency with the Agency’s Mission, Vision and Values. Ensure compliance with Federal, State and County statutes and regulations. Provide direct patients a between 60-80% of FTE.

I. Minimum Qualifications:
   A. Education, Training, and Experience:
      1. Masters in Psychiatry. CA State License required) Minimum 5 years post-graduate and a proven track record of Behavioral Health Management experience required.
      2. At least 3 years of leadership experience in a high volume direct customer/patient service environment.
      3. Must have knowledge of fundamental health care delivery, and program planning experience.
      4. Prior experience working in a non-profit culturally sensitive, family environment preferred.
   B. Special Skills and Abilities:
      1. Managerial and supervisory skills.
      2. Excellent verbal and written skills.
      3. Strong background in training, direct services and management.
      4. Excellent customer service skills.
      5. Assertive, high energy, independent, results oriented and possess a strong sense of urgency.
      6. Possess the ability to make sound clinical decisions independently.

II. Duties and Responsibilities:
A. Clinic Operations:
   1. Assures that the agency consistently provides high quality, professional counseling. Maintains appropriate documentation, stays current on research and developments
in the field, and disseminates “best practice” information to the clinical staff as appropriate.

2. Provides clinical supervision to behavioral health trainees, interns and licensed staff, including orientation and training, individual and group supervision and evaluation of performance.

3. Assures program staff are managed and monitored on a regular basis for quality, productivity and compliance to meet the goals of the program.

4. Works with CMIO, Medical Directors and COO to maintain compliance with supervision requirements as well as peer review (if appropriate).

5. Disseminates to staff information related to the legal and ethical issues involved in the counseling and psychiatric field.

6. Ensures that a Request for Records is completed in a timely manner.

7. Ensures all administrative documentation is accurate and submitted within the established timeframe; gathers and analyzes information and prepares routine reports including those used to assess performance.

8. Attends required meetings and trainings as appropriate.

9. Participates in and completes other duties as assigned.
   a. Payroll
      1) Review all time cards on a timely basis
      2) Performance evaluations of employees
   b. Training
      1) Provide training for Clinical support staff.

10. Other duties assigned.