

**COMPREHENSIVE COMMUNITY HEALTH CENTERS, INC.**  
**JOB DESCRIPTION**

**EFFECTIVE DATE:** 11/10/2025

**POSITION:** DIRECTOR OF SOCIAL WORK AND BEHAVIORAL HEALTH SERVICES  
**REPORTS TO:** CMO  
**FLSA STATUS:** EXEMPT

**JOB SUMMARY**

The Behavioral Health Director is responsible for planning, organizing, directing, and managing day-to-day activities for the Behavioral Health Department. Participates with Director-level managers in the planning, implementation, and ongoing evaluation of the quality and effectiveness of care and support services consistent with the mission and vision of Comprehensive Community Health Centers. Provides support for BH providers at all CCHC clinics.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Participates in monthly LCSW/ACSW consultation meetings.
- Ensure evidence-based guidelines are followed and monitored.
- Participates in case conferences and team meetings to review individual needs and service plans.
- Shares responsibility with the Behavioral Consultant to monitor Peer review process with the CMO office; reviews findings and reports out on results
- Conducts One-to-one meetings and provides annual evaluation for all BH providers
- Budget oversight to ensure compliance with agency directives
- Manage productivity goals set by the organization.
- Manage/Improve “No-shows”, missed opportunities.
- Maintains a small direct practice caseload, minimum 0.2 FTE, as directed by the CMO.
- Advise staff in clinical, professional, and/or administrative matters.
- Coordinate vacations and ensure coverage.
- Signs off on PTO requests
- Help in the recruitment efforts of BH staff LCSW’s/ACSWs
- Plans and oversees the proper orientation, training, development and supervision of all assigned program staff, utilizing behavioral and physical techniques in emergency situations to prevent injury to clients, staff and others.
- Supports the Behavioral Health Consultant in the development and running of the multi-disciplinary Quarterly Team meetings
- Provides ongoing liaison with Primary Care Providers around issues of treatment and care.
- Monitors and evaluates program quality and effectiveness in terms of services, goals and objectives, monetary and regulatory constraints and complies and analyzes pertinent data and presents conclusions.
- Participates with the Behavioral Health Consultant in submitting proposals for various grant and funding sources in support and enhancement of assigned program areas by providing data and analysis
- Collaborates with the Behavioral Health Consultant in suggesting innovative ways to expand services, while maintaining quality care

BH Director JD

- Ensures culture of trauma informed care and maintains atmosphere of respect for patients and staff
- Offers support and technical assistance to other service providers to identify and develop needed health care services.

### **EDUCATION, TRAINING AND EXPERIENCE**

- Must be a Licensed Clinical Psychologist or LCSW or LMFT. Only LCSW can sign off on ACSW hours.
- At least 10 years of clinical experience as an LCSW or Licensed Clinical Psychologist with direct patient therapy experience, including all ages groups, individual and group therapy.
- At least 2 years' experience within an FQHC or equivalent setting such as a community health center.
- At least 3 years of experience in a supervisory position, as Program Director or Manager, supervising Behavioral Health Providers such as LCSW's, MSW's, and MSW Interns.
- Trained in various Evidence Based Practices (EBP) such as CBT, PST, MAP, MI and other EBP's.
- Previous work experience in primary care settings with advanced care models such as PCMH, integrated Behavioral Health, care coordination, QI models of improvement.
- Experienced in EHR and use of HIT such as population registries.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to supervise/lead the department of Behavioral Health Providers including interns and students.
- Ability to find solutions when barriers are identified.
- Strong administrative and management skills
- Strong documentation skills.
- Ability to multi-task and prioritize when needed.
- Ability to work independently and collaboratively.
- Ability to read, understand and follow complex oral and written instructions.
- Possesses ability to communicate effectively, both verbally and in writing.
- Experience and work ethics that supports work within a high functioning, team-oriented environment.
- Demonstrates a willingness and ability to work under supervision.
- Ability to develop and maintain good working relationships with staff.
- Possesses genuine respect for others and acceptance of their individual social and cultural traits.
- Excellent interpersonal skills reflecting clarity and diplomacy and the ability to communicate accurately and effectively with all levels of staff and management.
- Demonstrate flexibility, enthusiasm, and willingness to cooperate while working with others in multi-disciplinary teams.
- Demonstrates ability to work in a regulatory climate that includes oversight of state and federal entities, payer contracts etc.
- Ability to use computers and learn new software programs.
- Proficient knowledge of Microsoft Outlook.
- Able to travel and attend professional meetings, conferences, trainings and clinic sites.
- Performs other related duties as assigned.

## PHYSICAL DEMANDS

Position requires prolonged sitting at a computer, some bending, lifting, stooping and stretching. Good eye-hand coordination and manual dexterity sufficient to operate a computer keyboard, photocopy machine, telephone, and other office equipment is also required. Employee must have normal range of hearing and eyesight.

**NOTE:** The essential job functions for this position include, but may not be limited to those listed in this job description. Employees hired for this position must be able to perform the essential functions of this job without imposing significant risk of substantial harm to the health or safety of themselves or others

I acknowledge and agree to the terms of the job description:

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Employee Name

\_\_\_\_\_

Date

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Supervisor's Name

\_\_\_\_\_

Date

\_\_\_\_\_

Supervisor's Signature