



## **BEHAVIORAL HEALTH DIRECTOR**

### **Position Description and Essential Functions:**

Under general direction, the Behavioral Health Director will provide supervision to assigned behavioral health care professionals. The Behavioral Health Director will provide management oversight of the day-to-day therapeutic and management services to clients within the day treatment and/or residential program. The Behavioral Health Director will perform other duties as assigned.

### **Responsibilities:**

- Supervise Behavioral Health Care professionals. Confer with assigned staff regularly regarding techniques used, case progress, and related matters for the purpose of promoting and evaluating professional development and ensuring quality of care, as well as reviewing work in progress.
- Maintain a limited residential and/or day treatment caseload as needed.
- Provide incident and monthly reports to CEO in a timely fashion.
- Share 24-hour administrative oversight of programs in conjunction with treatment program leadership.
- Ensure accurate and up-to-date clinical documents are being maintained and required data is being entered in a timely fashion into the electronic health records system by his/her team.
- Participate in the recruitment, interviewing, training, evaluation and termination of staff.
- Review all referrals and assign them to appropriate therapists.
- Responsible for assuring that clinical staff meet and maintain service delivery and productivity goals.
- Manage audits and license reviews.
- Serve on Utilization Review Committee and Multi-Disciplinary Team.
- Provide on-call duties for emergency consultation/intervention to clients and therapists on a rotating basis after hours.
- Approve release of information/client data leaving the agency.
- Provide program development and marketing to meet referral goals.

### **Education and/or Experience:**

The requirements listed below are representative of the knowledge, skills and/or ability required to perform this job satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Three years of experience in the Behavioral Health Care Profession
2. Licensed in the State of Missouri as, at a minimum one, of the following:
  - Licensed Clinical Social Worker (LCSW)
  - Licensed Professional Counselor (LPC)
  - Licensed Clinical Psychologist (Psy.D.)
3. Working knowledge of MS Office to include e-mail and word processing software.

Must have excellent oral communication skills. The employee must have the ability to express or exchange ideas by means of written and verbal communication with both internal and external customers. The employee must have the ability to respond to crisis and conflict with confidence and professionalism.