

# CLINICAL DIRECTOR OF BEHAVIORAL HEALTH SERVICES



<b>Department:</b>	Behavioral Health Services
<b>Reports To:</b>	Deputy Executive Director
<b>Group/FLSA Status:</b>	Administrator /Exempt (Professional)
<b>Revised:</b>	7/23/2019

## **SUMMARY:** *(Brief description summarizing the overall purpose and objectives of the position.)*

The Clinical Director of Behavioral Health Services provides administration and to staff that include Behavior Health Services staff, Mental Health staff, and early intervention Staff.

## **ESSENTIAL FUNCTIONS:** *(Typical tasks but not all inclusive – major duties of the position.)*

- Provides leadership and supervision to the department of Behavioral Health Services;
- Leads strategic planning for the department and oversees fiscal and hiring operations for the department of Behavioral Health Services;
- Performs various employment functions such as recruitment, hiring, evaluation or termination;
- Collaborates with Educational Services Department Directors on the development, implementation and integration of all education programs/services for the agency;
- Provides good public relations with member districts, staff, parents, MDE, and the general public and conducts staff meetings to convey information and feedback to staff;
- Advises the Deputy Executive Director on legislative issues related to Behavioral Health Services; the impact legislative initiatives have on programs/services; and how to influence federal, state and local behavioral health policies;
- Coordinates facility planning, maintenance repair and administers Behavioral Health Services contracts and billing processes;
- Plans, develops, implements and administers programs to meet needs including new programs and services;
- Follows all policies and regulations;
- Regular and prompt attendance is essential;
- Performs other duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES:** *(Minimum competencies for job performance.)*

- Comprehensive knowledge of the principles and practices of a Board Certified Behavior Analyst;
- Comprehensive knowledge of crisis intervention;
- Ability to demonstrate confidentiality;
- Ability to hire and supervise staff;
- Ability to evaluate students;
- Ability to establish and maintain effective working relationships with students, parents, school staff, administrators, and outside agencies;
- Ability to handle a variety of assignments or problems independently;
- Ability to apply a variety of procedures and policies;
- Ability to collect, read, summarize, compare, and apply data;
- Ability to communicate effectively and professionally, both verbally and in writing with students, parents, school staff, administrators, and other agencies;
- Ability to communicate positively about the agency at all times;
- Ability to work cooperatively and collaboratively with both internal and external customers;
- Ability to present to small groups and large groups;
- Ability to write clearly and concisely;
- Ability to use modern office equipment, technology, and related software.

## **EDUCATION AND EXPERIENCE:** *(Minimum level of education and experience required.)*

- Master's Degree;
- Moderate experience in a job related field.

**LICENSES, CERTIFICATES, AND REGISTRATIONS:** *(Minimum required to perform the job.)*

- Board Certified Behavior Analyst Certification (nationally certified);
- Valid Driver's License.

**SUPERVISION:** *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under supervision of the Deputy Executive Director;
- Responsible for oversight and supervision of non-certified staff, consisting of a small group of employees.

**WORKING CONDITIONS:** *(Physical/sensory requirements and environmental conditions.)*

- Considerable business travel is required;
- Work may require long hours including early morning, evening, and weekend activities;
- Work is performed during the traditional school year and may include some additional days during the summer;
- This is sedentary work requiring the exertion of up to 25 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to blood borne pathogens.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description does not constitute an employment agreement between SWWC and employee and is subject to change by SWWC as the needs and requirements of the position change.*