

ENVISION WELLNESS WNY BEHAVIORAL HEALTH

TITLE: Program Director

The Program Director is responsible for directing, coordinating and supervising the service activities and staff of a program unit; the Chief Operating Officer (COO) reviews and approves all assessments and treatment plans; assures quality, continuity and comprehensiveness of services to clients in their units and performs administrative duties as assigned.

The Clinical Supervisor receives administrative and clinical supervision from the CEO or the COO and is responsible for the supervision of staff assigned to the program.

RESPONSIBILITIES AND DUTIES:

1. Assures that direct service activities of the unit are coordinated and carried out and that all case records are adequate.
2. Assures that services are delivered consistent with Envision Wellness WNY Behavioral Health's standards and guidelines.
3. Monitors eligibility, level of service and exit criteria for unit, to assure consistency with Envision Wellness WNY Behavioral Health's standards and guidelines.
4. Schedules, coordinates and assigns all activities of service staff based on client and agency needs; includes scheduling office space.
5. Assures that all statistical records are adequate, accurate and up-to-date, and that required reports are forwarded to the COO.
6. Assures that case records are adequate, accurate and up-to-date; reviews record keeping problems with staff members.
7. Monitors services as designated by service agreements and recommends revisions to and/or informs the COO of problems in implementing service agreements.
8. Keeps staff informed of program plans and other relevant information, through staff meetings, written communications, etc.
9. Assures that clients are informed of billing policies and procedures and that billing procedures are carried out for the unit.
10. Approves all intake, assessment and termination decisions and supervises the development of service plans for all clients; assigns primary counselor.

11. Monitors implementation of service plan, through records review, regular supervision and consultation, case conferences and client contact.
12. Regularly re-assesses service plan with primary counselor and client in order to reach decision on revision of service plan, termination of service, or referral to another program; responsible for assuring the linkage of clients with services.
13. Assures that all discharged clients are followed up on a regular basis, consistent with Envision Wellness WNY Behavioral Health's follow-up policies and procedures.

STAFFING AND TRAINING:

1. Assesses staff training needs within the unit and, with the COO, assures provision of job-related training for all assigned staff maintaining documentation of attendance.
2. Evaluates staff performance consistent with Envision Wellness WNY Behavioral Health performance evaluation guidelines and procedures; reviews written evaluation with staff members; makes recommendations to the COO for promotion, increments, termination.
3. Participates in the recruitment, selection and termination of staff; recommends actions to be taken to the COO.
4. Provides consultation, supervision and instruction to staff through individual and group conferences in order to assist staff in the analysis and development of their diagnostic, clinical and service skills.
5. Assures the orientation of each new staff member to program policies, procedures and reporting requirements.

GENERAL:

1. With the CFO, assures adequacy of equipment, supplies and other physical resources required by staff.
2. Performs other duties as assigned by the CEO or the COO.
3. May provide direct services; maintains service records for assigned clients.

QUALIFICATIONS:

Master's Degree in Mental Health, Social Work, Psychology, Rehabilitation Counseling or Psychiatric/Community Mental Health Nursing, PLUS three years full time paid direct service experience in human services, including two years in a multi-service mental health setting and one year with clinical supervision responsibility. Must be eligible for licensure/certification in appropriate discipline.

OR

New York State license as a Register Nurse, Plus six years full time paid nursing experience including four years in a community based, certified mental health treatment program, and one year with clinical supervision responsibility.

OR

A bachelor's in a related field and at least ten years direct experience

3/2022

I have read and received this copy of my job description and understand the duties and responsibilities and key relationships therein.

I understand that the duties responsibilities and key relationships described in the Job Description and elsewhere are subject to change at the discretion of my employer at any time.

I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the job description for my position.

Employee Printed Name:

Employee Signature:

Date:
