



Job Title: Program Director

Job Group: XI

Location: 140 Pine Street, Hamburg, NY 14075

Reports to: Vice President Children Services

SUMMARY:

Consistent with BestSelf policies, procedures and relevant regulatory requirements, the Program Director plans, organizes and directs the services of the program, manages daily operations, provides clinical and administrative supervision to program staff, and provides direct services to clients.

RESPONSIBILITIES:

Administrative:

- Participates in development of program budget. Monitors and manages program operation to assure delivery of services within contracted levels in accordance with available resources.
- Provides personnel management, administration of personnel policies, staff meetings and supervision, staff evaluations, recruitment of staff and related functions.
- Assures maintenance of physical plant and compliance with health and safety guidelines.
- Maintains program activities in compliance with BestSelf, Erie County, New York State, Medicaid and/or other regulatory agencies.
- Assures completion and accuracy of all billing, statistical and attendance reports.
- Coordinates program's relationship with other agencies and community resources.
- Assures accuracy of all record keeping including client chart documentation.
- Participates in all relevant agency meetings and committees.

Clinical:

- Provides leadership in developing and maintaining a clinically sound treatment program, which responds to the needs of the client population.
- Provides clinical supervision to program staff.
- Develops and assures implementation of treatment team meetings.
- Leads team in formulation of program content based on client needs.
- Provides direct services to clients.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Must have knowledge of clinical supervision practice, relevant community resources and mental health treatment system structure, common mental disabilities, basic behavior theory and principles of psychiatric rehabilitation, multi-disciplinary team methodology, common psychotropic medications, and direct service delivery methods and theory. Ability to communicate effectively, both orally and in writing, and the ability to maintain records and prepare reports.

QUALIFICATIONS:

Master Degree and QHP certification (LCSW or LCSW-R and three (3) years of relevant direct service experience, including responsibility for clinical supervision. Minimum proficiency with Windows based software applications is required.

To apply, please use the following link:

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