



Job Title: Assistant Program Director

Job Group: X

Location: Franklin MH/SUD 254 Franklin Street, 2ND Floor. Buffalo NY 14202

Reports to: Program Director

SUMMARY:

The Assistant Program Director will perform a variety of clinical and administrative duties and is expected to carry out responsibilities independently with minimal need for supervisory follow-up. The Assistant Program Director manages clients presenting to clinic in crisis and with more complex issues (e.g., co-occurring psychiatric disorders) utilizing person-centered, trauma-informed, culturally competent, recovery-oriented, and evidence-based services. Performs other duties as required by the integrated MH/SUD Certified Community Behavioral Health Clinic (CCBHC), Office of Mental Health (OMH), and Office of Alcoholism and Substance Abuse Services (OASAS). Provides primary support to the Abbott Corners Program Directors.

RESPONSIBILITIES:

- Provides direct clinical care to patients and their families, especially those experiencing crises and those with more complex issues at the point of intake, including initial assessment, crisis services, and individual psychotherapy.
- Supervises select staff members of a multidisciplinary team in order to ensure appropriate provision of the following CCBHC, OMH, and OASAS services: crisis behavioral health services, integrated mental health and substance use services, targeted case management, psychiatric rehabilitation services, and peer support services. Clinical supervisory tasks include ensuring appropriate distribution of caseloads per CCBHC, OMH, and OASAS regulations, accurate and timely clinical documentation of services in the electronic medical record (EMR), effective communication and coordination of care within and outside of the agency, and proper implementation of established policies to decrease no-show rates and increase patient engagement/adherence.
- Assists the Abbott Corners Program Directors by addressing concerns/complaints from clients.
- Performs other clinical and administrative duties as assigned.

QUALIFICATIONS:

LCSW Preferred. Master's degree in a human service field plus professional certification (e.g. LMSW, LMFT, or LMHC) plus at least three years of paid work experience in a mental health and/or substance use disorder setting. Substance Use Disorder (SUD) Track experience is strongly preferred.

To apply, please use the following link:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=bc8d9065-32e2-4324-a1f6-642d23e837bf&jobId=254537&lang=en_US&source=CC2&cclId=19000101_000001