

# MENTAL HEALTH ASSOCIATION OF ORANGE COUNTY

## JOB DESCRIPTION

**TITLE: PROGRAM DIRECTOR**

### **SUMMARY:**

Under direction of the Director of Clinical Operations (or the Chief Executive Officer), the Program Director is responsible for ensuring the program achieves positive consumer outcomes. The Program Director is responsible for overall management responsibilities of medi-cal related services.

### **REPORTING RELATIONSHIPS:**

This position reports to the Director of Clinical Operations

**STATUS:** Full-time, Exempt

### **DUTIES AND RESPONSIBILITIES:**

#### **Essential:**

1. Oversees implementation of program components (i.e. counseling, medication management, Medi-Cal billing, Medi-Cal related services, Compliance).
2. Assists in program development and offers suggestions for changes and improvements as program is established.
3. Assists in development of and monitors internal procedures relative to program administration, in order to meet all contractual obligations.
4. Implement and adhere to structure via policies & procedures in order to maximize productivity and revenue.
5. Oversees maintenance of facility.
6. Provides back-up support to team to assist with crisis intervention and counseling.
7. Works closely with Clinical Lead/Supervisor and coordinate duty assignments.
8. Ensures the safety, health and wellbeing of consumers and staff.
9. Oversees medication distribution system.
10. Facilitates staff meetings, provides staff training and education.
11. Ensures that Treatment Team meets documentation standards.
12. Thorough knowledge of process and paperwork necessary to open, maintain and close a case.
13. Ensures statistical information is compiled accurately and timely for reports to funding source.
14. Attend all required meetings with Orange County Health Care Agency – Behavioral Health Services to ensure adherence with contractual obligations.

#### **Secondary:**

1. Attend monthly staff meetings and other designated meetings.
2. Oversees accuracy of all statistical information regarding Medi-Cal related services.
3. Perform other duties as assigned by Director of Clinical Operations and/or Chief Executive Officer.

### **MINIMUM QUALIFICATIONS:**

1. Graduation from a four-year college or university with a master's degree in Social Work or related field and Valid California license as a practitioner of the healing arts.

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2. Licensed or licensed waived with the BBS.
3. Varied experience as a consumer or provider of mental health services required.
4. Knowledge of substance abuse treatment preferred.
5. Bilingual (Spanish/English or Vietnamese/English)/Bicultural ability and knowledge is desired but not required.
6. Possession of or ability to obtain a California Driver's License and a driving record meeting agency insurance requirement.

**PHYSICAL DEMANDS:**

1. Sit: Stationary position at least 70% of the time.
2. Move: Frequently move about the inside of the office to access file cabinets, office machinery, etc.
3. Operate: Ability to operate a computer and other office productivity machines, such as a calculator, copy machine, and computer printer. Must have the physical dexterity to be able to type at minimum 40 WPM.
4. Communicate: Communicates daily with Consumers, staff and outside resources that have inquires; must be able to exchange accurate information in these situations.
5. Ability to lift up to 20 pounds.
6. Occasionally transport clients in personal vehicle.

*Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

*The Mental Health Association of Orange County is an equal opportunity employer. We encourage all qualified individuals to apply for open positions regardless of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other legally protected status.*