

Big Island Substance Abuse Council

Position Description

Print Name: _____

Title: Director of Mental Health Services (DMHS)
 Reports to: Chief Executive Officer (CEO)
 Department: Hawaii Island Health & Wellness Center
 Status: Exempt

Last Reviewed: 07/01/2017

POSITION SUMMARY	
<p>The Director of Mental Health Services is a qualified individual who is responsible for the operations of their designated programmatic area. This individual is responsible for the program, facilities management, planning and resource development under the supervision of the CEO and/or its designee. This professional is also responsible for overseeing and coordinating the collection of assessments, intakes and orientation of clients for proper admission into our programs. This individual is also responsible for maintaining a case load.</p>	
POSITION QUALIFICATIONS	
Minimum Education	Doctorate in Social Work, Psychology, Nursing, Family Therapy or related field from an accredited university/college. Must be licensed or working towards licensure.
Preferred Education/Experience	Minimum of two (2) years' experience in Administration and Behavioral Health Treatment Services. Have a Hawaii State Certified Substance Abuse Counselor (CSAC) or working on attaining certification
Required Certification/Registration	Licensed to practice in the State of Hawaii. Basic Life Support: CPR annually, First Aid every 3 years, TB annually, CPI annually, Valid Hawaii State Driver's License
Specific Competencies	Refer to attached Performance Standards/Indicators. Participates and maintains competencies/skills required for the positions
Equipment Used	Agency assigned computer with a variety of software applications, fax machine, Xerox machine, printer, cellular phone, multi-line telephone
Working Environment	Variable. Dependent on assigned sites. Some work sites are in correctional facilities where personal physical searches by correctional authorities may occur and risk of violence is high depending on frequency of visits to correctional settings. Other environment may be in community outpatient setting and occur in well-lit air-conditioned offices. Modern well-lighted, air-conditioned work areas. Exposure to infectious disease is a risk. Noise level in the environment is usually moderate.

Physical Requirements	<ol style="list-style-type: none"> 1. See attached “Expected Physical Activities” 2. Frequent reading of printed materials is essential; 3. Listening skills necessary to effectively respond to staff, managed care representatives, funding sources and clients
RESPONSIBILITIES	
1.	Provides direct behavioral health outpatient services including intake, crisis intervention, individual and group counseling to co-occurring population or individuals with strife mental health issues
2.	Directly responsible for ensuring best practices are offered to and that groups are staffed appropriately to occur as scheduled
3.	Analyzes psychological aspects of individual interrelationships to gain understanding of an individual's thoughts, feelings and behaviors
4.	Participates in professional meetings to discuss client needs and progress
5.	Assists with referrals to medical services and other community resources as needed
6.	Assists and responds to referrals to evaluate and establish treatment plan and goals
7.	Coordinates the development of an acceptable and attainable treatment plan according to agency or contractual timelines
8.	Monitor implementation of policies and procedures to ensure quality effectiveness and cost efficiency of assessed needs, identify gaps and provide written recommendations for programmatic expansion, problem resolution and diversification on a monthly basis
9.	If applicable, sign off on pre-licensure candidates
10.	Provide supervision to all employees within the Hawaii Island Health & Wellness Center's (HIHWC) department and provide supervision support during times that other managers are on vacation.
11.	Ensure that all clinical staff received documented individual clinical supervision at least monthly for certified and/or licensed professional and more frequently (once per week) for non-licensed personnel
12.	Provide supervision and consultation support to other departments within the agency when needed. Also assist with covering other departments supervisions' as needed (ie. Supervisor is on vacation)
13.	Develop and implement program Policy and Procedures as directed by CCO for departmental issues or as assigned
14.	Implement Quality Assurance practice which provides QA measures, QA outcomes and reports based on funding
15.	Ensure copies of all reports and documentation is easily accessible to corporate office
16.	Ensure compliance for State, Federal, County, Managed Care contracts and grants
17.	Work closely with CEO and CFO with regards to HIHWC's finances

18. Ensure that all client records are kept in order to meet or exceed CARF Standards, Hawaii Administrative Rule, Licensing, Accreditation and program compliance
19. Completes all monthly funding source reports for designated assigned area sites
20. Ensures HIPAA and 42CFR standards are met
21. Support and supervise interns, pre and post doctorate interns. This includes signing off on progress notes for non-licensed individuals
22. Assist in developing short and long-term agency needs and plans and documents plans for implementation
23. All other duties as assigned
REQUIREMENTS
24. Demonstrates initiative, sound judgment and advanced supervisory skills
25. Demonstrates the ability to communicate and supervise culturally diverse populations
26. Demonstrate superior writing and oral communication skills
27. Demonstrate an understanding and treatment of co-occurring disorders
28. Demonstrate an understanding of organizational and management skills and a working knowledge of the functions and operations of a human service non-profit agency
29. Demonstrates strong work and professional ethics
30. Knowledge and experience in the Federal Confidentiality Laws and HIPAA laws and requirements
31. Coordinate Employee Assistance Program (EAP) implementation with local hotel Human Resource Departments as required
32. If licensed, may be required to provide billable behavioral health services for the organization as part of the organizations broader mental health services
33. Adheres and enforces agency policies and procedures as well as policies, regulations and organizational rules outlined in the Employee Handbook
34. Ability to navigate and enter data into an Electronic Health Record is an essential and required duty for this position