

Reach for Resources Job Description

Position Title: Director of Mental Health Services
Job Summary:
Purpose of Position: The Director of Mental Health Services is responsible for overseeing all aspects of the Mental Health Department at Reach for Resources. The Director of Mental Health Services reports to the Executive Director.
Duties and Responsibilities:
<ul style="list-style-type: none"> • Responsible for the direct supervision and evaluation of all mental health staff • Implements and enforces all policies and procedures pertaining to the agency's mental health services • Meets regularly with the Executive Director and Assistant Director of Mental Health Services to communicate information regarding mental health services • Provides direct mental health services as needed • Clinical supervisor for Targeted Case Management (TCM) staff, Parenting Capacity Services (PCS) staff, Counseling staff, and Adult Rehabilitative Mental Health Services (ARMHS) staff • Reviews all clinical paperwork (TCM monthly authorizations, ARMHS paperwork including functional assessments and treatment plans) • Conduct and write up diagnostic assessments, functional assessments, and interpretive summaries • Plan for and train staff on clinical issues • Supervise staff meetings each month • Be available in the office or by phone for staff consultation • Communicate with Hennepin County for ARMHS, PCS, and TCM referrals • Assign and oversee staff for special projects as needed • Stay current on changing policies, laws, and requirements for all mental health programs • Attend quarterly meetings (and meetings as needed) for ARMHS, PCS, and TCM • Interview, hire, and train new department employees • Field all calls and emails concerning mental health programs • Provide clinical supervision, required by DHS as the department Clinical Supervisor • Perform all duties required by DHS as Clinical Supervisor to the ARMHS program: <ul style="list-style-type: none"> • Determine whether the potential client is eligible for ARMHS services • Review a client's file at least every 6 months after the start of a service • Analyze all assessment information to establish rehabilitative treatment priorities and to develop an individual rehabilitation service plan • Update individual rehabilitation service plans • Deliver clinical supervision to all ARMHS staff at least once a month, either by meeting individually or in small groups, to provide information on various mental health diagnoses and/or discuss rehabilitative treatment topics of interest • If the treatment director is a mental health practitioner, meeting with them at least once a month to: <ul style="list-style-type: none"> • Review the needs of the ARMHS program • Review the field supervision observations of mental health rehabilitation workers on staff • Plan staff education trainings • Examine and provide input into the agency's development, program evaluation, and strategic quality improvement plans • Note that monthly meetings with the treatment director must be documented • Be available for urgent consultation as required by a situation or by a client's needs • Provide Community Based Services <ul style="list-style-type: none"> • Must have current driver's license in good standing and maintain own reliable transportation • Have comprehensive auto insurance

- Provide services in various billable locations
- Maintain professional relationships with clients and other providers
- Public Relations/Networking/Liaison
 - Responsible for the reputation and public image of the agency
 - Develop and maintain positive working relationships within the community
 - Refer clients to other professionals as needed
 - Communicate with other providers involved in mental health services
 - Maintain continued education on community resources
 - Have knowledge of all agency programs
- Responsible for updated knowledge of referral sources and agencies working with persons with cognitive disabilities and/or mental illness and for finding the most appropriate services according to individual and family needs
- Participate in other Agency functions as assigned

Scope of the Position:

The Director of Mental Health Services is responsible for directing, implementing, evaluating, and improving all services within the Mental Health Department. This includes leadership in assessing and improving the quality of care, recruitment, retention, and customer services at Reach for Resources.

Qualifications:

- Licensed Mental Health Professional (LP, LICSW, LPCC)
- 2 years of post-license experience in the provision of mental services
- Experience in the following areas: supervising employees, working with individuals with mental health conditions, working with individuals with intellectual disabilities, and program planning/implementation
- Knowledge of the effects of mental illness on people with cognitive impairments
- Knowledge of community resources
- Must have ability to work independently and part of a team, enjoy flexibility, and be able to manage stress
- Use of electronic medical records system (Procentive, HR platform, Microsoft 365)

Skills and Abilities:

- Be able to function independently, interact with, and relate to a variety of individuals
- Professional communication skills
- Must be able to act in a manner that encourages change and provides a positive and support atmosphere
- Practice effective decision making
- Create professional reports
- Handle crisis situations and provide direction to staff
- Identify client needs and treatment plan goals
- Work with culturally diverse populations
- Basic computer skills required
- Must be able to understand and communicate the English language
- Must be able to use and maintain a daily schedule

Reach for Resources is an at-will employer.

Violations of policies or procedures may have the following consequences: violations reflected in performance reviews and/or raises, written reprimand, placing an employee on probation, or termination.

Print Name

Signature

Date