

Five Sandoval Indian Pueblos, Inc.

Position Classification and Description



POSITION TITLE: Health Services Director
CLASSIFICATION: Exempt
DEPARTMENT: Behavioral Health/CHR
SUPERVISOR: Executive Director
GRADE: E7

Position Summary:

Under general direction of the Executive Director, plans, develops, organizes, directs and evaluates program activities of the Behavioral Health Department and Community Health Resources to meet the needs of patients, families, employees and providers. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

I. PROGRAM PLANNING AND EVALUATION

- Identifies and prioritizes short-term and long-range issues and goals to be address for the BHS and CHR programs. Develops a strategic plan to address issues and goals.
- Oversees the effective implementation of the strategic plan for BHS and CHR.
- Oversees the development of BHS and CHR data bases on client and program statistics regarding client contacts, assessments, treatments, outcomes, and demographics.
- Oversees the development and improvement of the delivery system for community health care in the following areas: Health Care, Elderly Health Care, Maternal and Child Health Care, and Environmental Health.
- Conducts annual evaluation of BHS and CHR program components.
- Develops a strong network to ensure community support of the BHS and CHR programs with appropriate community agencies including but not limited to: IHS, BIA, State Agencies, State Licensure Boards and Professional Organizations, public schools, Tribal Governors and their administrators, all FSIP Inc.'s program components, funding agency representatives, referring agency representatives and other community resources.
- Prepares periodic reports for the Executive Director and Board of Directors.

II. FINANCIAL ADMINISTRATION

- Ensures financial health by preparing and monitoring the annual budgets; Recommends staffing, salaries and expenditures.
- Monitors program budgets and performance, making immediate adjustments as necessary.
- Plans, develops and implements strategies for generating resources or funds for the programs.
- Identifies funding sources, prepares and submits funding proposals and applications to secure the funds necessary to provide an effective BHS and CHR program.
- Ensures the timely submission of monthly and quarterly reports to the appropriate funding agencies.
- Negotiates contracts with funding agencies to ensure that BHS will be reimbursed fairly.

- Prepares periodic reports for the Administrative Staff and Board of Directors regarding BHS finances.

III. QUALITY ASSURANCE

- Ensure BHS and CHR personnel understand their duties and responsibilities and have the resources available to carry them out.
- Continually assess work performance activities for the purpose of quality improvement in all areas; appraising job tasks and results in a timely manner according to FSIP policies and procedures as well as licensure and state and federal regulations.
- Maintain a high level of staff effectiveness by coaching, training, planning, delegating, monitoring and recommending disciplinary action for employees.
- Oversee the continued training (in-house and outside the agency) of all staff to ensure the highest quality of service delivery.
- Provide clinical supervision to all clinical staff to ensure high quality delivery of services, compliance with licensure requirements, ethics codes, cultural competence and HIPAA.
- Ensure over-all team effectiveness within BHS and of the BHS staff in the community.
- Coordinates the technology needs of the BHS to ensure the delivery of the highest possible quality of services; oversees the purchase of hardware and software; ensures staff is fully trained to use this hardware and software.
- Responsible for the development and implementation of departmental policies and procedures.
- Oversee Medical Records Policies and Procedures to ensure HIPAA compliance.
- Negotiates contracts with funding agencies to ensure FSIP will be able to deliver services as promised.
- Represent the department to external agencies, consultants, and other organizations and individuals.
- Maintains a positive and productive work environment.
- Ensures strict confidentiality of employee records.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

Master's degree in Social Work, Counseling, Psychology, Community Mental Health or related field; 7 years experience in community based behavioral health, mental health, alcohol/substance abuse/addiction programs in rural communities, community health programs and mental health care delivery; three years management experience; License as a LISW, MFCC, LPCC, PhD in the state of New Mexico. Must have the ability to supervise for licensure of LPCC, LISW and LADAC. Demonstrated effectiveness in program development in low-resource high-needs communities; demonstrated competence in working and teaching in Native American communities. Current valid New Mexico Driver's License. Must be able to successfully pass a pre-employment drug/alcohol screen and background investigation. Must be willing to sign a confidentiality statement upon hire.

Knowledge, Abilities, Skills, and Certifications:

- Current clinical license and ability to supervise for licensure of LPCC, LISW, and LADAC.
- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
- Knowledge of tradition forms of government and pueblo customs and traditions.
- Knowledge of and ability to work with the applicable Pueblos' judicial systems.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Demonstrated leadership and team-building skills.
- Knowledge of state and federal licensure and ethics codes for clinical psychology, LPCC, LISW, and LADAC.

