

******OPEN POSITION******

Job Title: Vice President of Behavioral Health Services
FLSA Status: Exempt
Reports to: Senior Vice President of Behavioral Health and Community Services
Position Location: Fillmore Center
Posted Date: 12/05/2017

This is a new leadership position for the merged entity, effective 1/1/18. (Full-time; 40 hours/week)

If you are interested and qualified, please contact Joy Bruniga in Human Resources at 708-995-3510 or jbruniga@pillarscommunity.org

SUMMARY

Oversees all aspects of Behavioral Health programs including: Mental Health, Addictions, SASS/Crisis, Integrated Behavioral Health Services, and Training and Testing

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Participates in planning process and open communication with Senior Executive VP and Senior VP and Directors of service line for program development, resource deployment and utilization, community linkages. Ensuring inter-programmatic collaboration.
- Ensures compliance with program goals and objectives for the programs listed above.
- Works with each program director/coordinator around day to day management issues including but limited to assignment, skill development, coverage and productivity
- Works with Sr. Vice President to complete all grant reports and requirements in a timely fashion.
- Works with Sr. Vice President in a planning process for ongoing program and outcome development
- Actively promotes ongoing collaborations with other providers, funders and community members
- Assists program directors/coordinators with hiring qualified staff to meet the needs of our programs, communities, consumers and stakeholders
- Orients and trains new staff
- Completes evaluations for staff within service area
- Provides administrative support, supervision and consultation to the program directors and staff to support and broaden skills levels.
- Participates in regularly scheduled administrative team meetings.
- Participates in maintenance of CQI standards to support excellence in service delivery, responsiveness to community needs, enhanced understanding of community needs and commitment to the mission of the organization
- Establishes and implements staff protocols; ensures existing protocols are updated and trains staff accordingly
- Works with program directors to ensure achievement of client contact hours for said program
- Works with program directors to ensure documentation requirements and standards are maintained.

- Maintains open communication with Senior Vice Presidents and Vice Presidents across service areas in order to ensure inter-programmatic collaboration
- Provides direct clinical supervision and consultation to staff on a weekly basis
- Ensures staff attendance at all-staff meetings as well as all other required meetings including: weekly consultation meetings, weekly therapy team meetings, weekly supervision and any other agency required meetings.
- Completes regular program evaluations and inter-agency communication to ensure that the program continues to achieve objectives effectively.
- Provides crisis support to clinics as needed
- Other duties as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required. Reasonable accommodations may be made to enable an individual with a disability to perform the essential duties and responsibilities.

EDUCATION AND EXPERIENCE

Advanced degree (Masters or Doctorate) in Counseling, Psychology, Clinical Social Work, Marriage and Family Therapy or related field. Clinical License required. Demonstrated experience in a leadership role with a minimum of 5 to 8 years experience

LANGUAGE SKILLS

Bilingual (English/Spanish) preferred.