



# Director of Behavior Health Services

**Reports to:** Executive Vice President of Social Services

**Location:** Main Campus, occasional travel to Swissvale and McKees Rocks offices

**Hours:** 40 hours, exempt Monday- Friday, allow flexibility for the needs of the program

## HFI Mission Duties

Holy Family Institute (HFI) is a 120-year-old Catholic organization with an impeccable history of serving children and families in the Pittsburgh Region. We are one of Pittsburgh's largest social service organizations operating 15 programs in three counties. We are an independent organization guided by Catholic Social Teachings and serving people of all faiths and backgrounds.

**Please Note:** *Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law. Applicants should be aware that for client-facing roles, particularly those involving close contact with vulnerable individuals, accommodations that involve remaining unvaccinated against COVID-19 may not be deemed reasonable. The Company will engage in the interactive process on an individualized basis in light of each particular role.*

**Essential Duties and Responsibilities:** *This position will direct, manage, monitor, and oversee the activities and responsibilities of the Outpatient Mental Health Clinicians, supervise the SHORES, Family Focused Solution-Based, Home-Based Family Recovery, Student Assistant Supervisors, and office personnel.*

## Program Management

- Ability to work in a fast-paced, ever-changing environment that requires negotiating multiple demands and deadlines.
- Actively supports staff in adherence to all the requirements and general provisions of Chapter 5200 Psychiatric Outpatient Clinics and Chapter 5100 Mental Health Procedures as evidenced by treatment plans that are developed within 30 days of intake and updated every 180 days.
- Ensure that the staff adheres to all the requirements and general provisions of the Department of Drug & Alcohol Program and Student Assistance Program regulations.
- Maintains a professional working relationship with insurance companies, school districts, Office of Mental Health and Substance Abuse Services, Allegheny County Department of Human Services, and other personnel outside Holy Family Institute.

- Attends Coalition of Allegheny Providers, Office of Behavioral Health/Student Assistance Program/Drug and Alcohol provider meetings, interagency meetings, school district meetings, and client sessions when needed.
- Oversee annual licensing/Fraud, Waste, & Abuse audits of the behavioral health programs: Outpatient, SHORES, Student Assistance Program, Family Focused-Based Solutions, and Home-based Family Recovery.
- Participate in the Holy Family Institute's Administrative On-Call rotation responding to the calls and handling crisis.
- Develops, implements, and evaluates logic models, strategic plan, outcomes, and program policies for the Outpatient, SHORES, Student Assistance Program, Family Focused-Based Solutions, and Home-based Family Recovery.
- Utilizes quality measures and financial analysis to make programmatic decisions.
- Provides outcome data and quality improvement information to Executive Vice President of Social Services, Program Supervisors and the Director of Risk, Quality and Compliance. Prepare plans of improvement, when needed and review the results with staff.
- Participates in weekly supervision meetings with Executive Vice President of Social Services.
- Evaluates and implements changes in Electronic Health Record database as needed in collaboration with Risk, Quality, & Compliance department and the behavioral health programs.
- Perform additional tasks as assigned by supervisor,

### **Supervisory Duties**

- Provide supervision to Outpatient Lead clinician, SHORES Supervisor, Family Focused-Based Solutions / Home-based Family Recovery Supervisor, Student Assistance Program Supervisor, and other assigned employees.
- Ensures staff enters all documentation and reports (treatment plans, progress notes, crisis plans, trauma histories, discharge summaries, etc.) within the Holy Family Electronic Medical Record System or paper files in required timeframes.
- Facilitate Utilization Reviews/Cases, consults with clinicians on a regular, timely basis per regulations.
- Interview, hire and train new staff, providing weekly supervision during the probationary period.
- Provide regular supervision and clinical direction to the staff as well as facilitating regular staff and clinical meetings.
- Periodically contact the clients to assess the quality of therapeutic treatment and service the clients receiving.
- Complete performance evaluations with staff annually and on a timely basis.
- Identify the training needs of staff and assist in establishing training goals and skill enhancement for their professional development.
- Monitor employee's time and attendance and approve such in Holy Family's payroll system.
- In consultation with Executive Vice President of Social Services and the Human Resources Department creates, reviews, and monitors employee corrective actions and performance improvement plan when necessary.

## **Financial Responsibility**

- Require full-time clinicians to obtain the expected number of billable hours each week and ensures that part-time and/or occasional clinicians fulfill the minimum billable hours assigned to them.
- Approve all billable hours weekly as per Holy Family process and procedures.
- Monitors weekly and monthly revenue and expenses and makes necessary adjustments to assure program viability.
- Develops marketing and business plan to enhance services.

## **Education Requirements:**

- Master's Degree in Social Work or Human Service Field from an accredited college in which the degree program includes a clinical practicum.
- Licensed Clinical Social Worker or Licensed Professional Counselor is required (LCSW/LPC) or license eligible.
- 5 years' experience in clinical supervision is required
- 2 – 5 years' experience in Community-based Social Services
- Must have Act 33/34 and FBI clearances and valid PA driver's license

## **Physical Requirements**

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state, and local standards
- Must be able to travel by car about 25% of time.
- Have access to reliable transportation and able to drive a car as needed for work assignments.
- Must be able to sit in office 8 hours per day
- Must be able to lift up to 35 lbs.
- Must be able to use computer and other software programs to enter data about 8 hours per day.

## **COMMITMENT TO SOCIAL JUSTICE**

Holy Family Institute and its affiliated organizations are committed to an environment that respects and values every human being and individual differences. We will invest time and resources to create an inclusive environment for all of our stakeholders. This means we will respect diversity that includes race, ethnicity, gender, socioeconomic status, education, disability, language, and sexual orientation. We also believe that we should be "Faithful Listeners" and embrace diversity of ideas, perspectives, and values. We believe in providing access, opportunity, fair treatment, and advancement for all people. Believing that "God is Found in Everyday Activities" we will do our best to eliminate barriers that prevent full participation in our programs and services. We believe "Loving Relationships" means that all are welcome, all are neighbors, and there are no exceptions. With this belief we aim to create an environment in which any individual or group can feel welcomed, respected, supportive, and valued.

**Holy Family Institute is an Equal Opportunity Employer**