

## VACANT POSITION ANNOUNCEMENT

**DATE POSTED:** 07/12/2013

**CUTOFF DATE:** 07/26/2013

***All applications must be submitted before 3:00pm on the cutoff date indicated above.***

**JOB POSITION:** Clinical Program Director      **DEPARTMENT:** Residential Women's Services

**DATE POSITION AVAILABLE:** Immediately

**JOB DESCRIPTION:** The Program Director is responsible for the operations and resource management of Residential Women's Services. This position ensures that all services provided are of the highest quality, meet applicable law and regulatory body standards, and carry out the organizational mission. This position would report directly to the Chief Clinical Officer. The primary duties and responsibilities include, but are not limited to, the following:

- With executive approval, develops, implements, evaluates and supervises appropriate age/population specific clinical services, including continuum of care
- Directs all aspects of human resources management for the assigned area, including the development and implementation of staffing and service delivery models responsive to the changing needs of the population and the organization
- Provides ongoing training, feedback, and daily clinical supervision of staff, directly and indirectly, as defined by licensure and clinical privileges
- Develops and implements policies and procedures related to age/population specific program services, reviewing them interdepartmentally
- Continuously designs and evaluates work processes to increase quality and availability of services, working closely with management and staff to implement these
- Develops the budget and manages the financial resources of the assigned area
- Manages quality improvement activities, including meeting attendance, reports, staffing, patient and staff complaints, referral relations, and interdepartmental liaison
- Participates in public relations and marketing activities for the organization as needed
- Provides direct care services, as needed, within the scope of practice defined by licensure and clinical privileges
- Ensures that a welcoming, safe and healing environment is maintained for each patient and family throughout the continuum of care
- Recommends ways to improve the quality and delivery of services
- Ensures proper handling and distribution of company funds
- Maintains confidentiality of company and patient information
- Reacts productively to change

### **QUALIFICATIONS FOR POSITION:**

- Master's degree in Counseling or related field required with LADAC, LPC, LCSW or equivalency preferred and/or equivalent experience in job-related activities
- Minimum of five (5) years age/population specific clinical experience and a minimum of five (5) years supervisor experience preferred and/or equivalent experience in job-related activities
- Excellent interpersonal skills, problem-solving and analytical skills; excellent oral and written communication skills
- Possesses financial and decision making, program evaluation and development skills; organizational skills for managing and prioritizing multiple tasks and assignments; good supervisory and motivational skills
- Familiarity with Twelve Step philosophy with ability to teach and model same
- Knowledge of state of the art drug/alcohol treatment options
- Ability to apply information regarding age/cultural/population specific characteristics to patient care in assigned area
- Working knowledge of Microsoft Office (Word, Excel, Outlook) and electronic medical record system (i.e, TIER, Viewer)
- If recovering, two (2) years of verifiable abstinence required with five (5) years preferred along with active participation in appropriate Twelve Step program preferred.

***Inquiries for this position should be directed to Butch Glover, Chief Clinical Officer, at 615-432-3013. To apply for the above position, please submit a current resume to Butch via email [butch\\_glover@cumberlandheights.org](mailto:butch_glover@cumberlandheights.org).***

***This notice is posted in keeping with Cumberland Heights' policy of offering preferential consideration for new/vacant job positions to current employees. Of course, the employee applicant must be equally or better qualified for the position, as any other applicant.***