



Position Description

TITLE:	Assistant Program Director	REPORTS TO:	Program Director
CLASSIFICATION:	Exempt	DIVISION:	Adult or Family
LEVEL:	Management	JOB CODE:	1B609
DATE:	8.1.13	LOCATION:	Various

Summary

Under the general supervision of the Program Director, the Assistant Program Director will be responsible for supporting the Director in managing, directing and lead the operations and human resources at a clinical site(s).

Primary Duties

Program Leadership

- Supports the Program Director as the operations and clinical manager for a specific program and site.
- Provides leadership to program staff ensuring that the client services meet or exceed contractual performance goals; ensures delivery of services in accordance with contracted guidelines and Didi Hirsch philosophies.
- Attends, participates, leads and/or facilitates routinely scheduled meetings as requested or required for the program, division, or Agency.
- Interfaces with related community agencies, attends meetings as scheduled and/ or needed to include: the Department of Mental Health and Health Insurance Portability and Accountability Act related issues.

Management Duties

- Uses human resource best practices to select and retain the department's consistent and high performers. This includes evidenced based interviewing and assessment techniques to select team members; using flexible and supportive feedback and management styles that foster open communications
- Coaches staff in the development of their work plans, their assigned duties, responsibilities, and scope of authority.
- Completing management related documentation such as timekeeping records, performance evaluations, in a timely manner.
- Effectively holds staff accountable for meeting contractual requirements through frequent and regular feedback during administrative supervision sessions held on at least a monthly basis.
- Performs managerial duties to include interviewing applicants for employment; assigning and reviewing progress of assignments; conducting performance appraisals; recommending salary increases; and developing higher levels of expertise in staff members by encouraging further education, participation in seminars and providing learning opportunities within program mental health and/or substance abuse services.
- Identifies staff training needs and ensures development and implementation of programs that address needs; participates in delivering training sessions to meet the needs of staff related to clinical/program needs.

Program Quality, Compliance and Reporting

- Serves as the lead for Utilization Review within the department to ensure that the program is meeting its contractual
- Measures progress against plans and stated goals as it applies to program documentation.
- Reviews chart documentation and status reports prepared by program staff to ensure all legal, contractual, and revenue-generating reports meet or exceed required Agency and applicable regulatory agencies' standards.
- Ensures all administrative documentation is accurate and submitted within the established timeframe; gathers and analyzes information and prepares routine reports including those used to assess performance.
- Manages the flow of clinical services.

Financial Duties

- Efficiently utilizes financial resources while maintaining commitment to quality service when requesting and purchasing quality assurance program supplies.
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Secondary Duties

Performs related duties as requested.

HIPAA Privacy Standards Compliance

(All items listed below are a condition of continued employment):

The employee in this position will:

- Not use or disclose protected health information about any member or other party in compliance with Didi Hirsch's policies related to state or federal laws such as HIPAA.
 - Use appropriate safeguards to protect the confidentiality of such information.
 - Report to Didi Hirsch management any use or disclosure of protected health information not permitted by Didi Hirsch policies related to state or federal laws such as HIPAA.
 - Participate in Didi Hirsch's training or briefings on HIPAA information as scheduled.
 - Consult with supervisor on any issues or questions about compliance under Didi Hirsch's policies related to state or federal laws such as HIPAA.
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Supervisory Responsibility

The employee in this position has managerial responsibility for a professional and support staff of two or more, some directly and some through program coordinators.

Dotted Line Reporting

The employee in this position has a dotted line accountability to Quality Assurance and Best Practices departments.

Environment/Working Conditions

The employee in this position:

- Strives to be flexible and adapts to change.
 - Responds resourcefully to new demands and challenges.
 - Seeks opportunities to facilitate change and encourages others to do the same.
 - Works effectively with and without distraction.
 - Maintains a constructive and positive outlook.
 - Travels to site locations and outside agencies as needed or requested.
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Physical Activity

In the course of performing this work, the employee in this position:

- Will spend time sitting, standing, walking, reaching, speaking, and listening
- Must regularly lift and/or move up to 10 pounds, and may occasionally lift and/or move up to 25 pounds
- Is expected to travel periodically via personal vehicle or public transportation to attend outside professional meetings.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Equipment Operation

The employee in this position may operate any/all of the following equipment:

- Telephone, cellular telephone/fax
- Computer, printer and related equipment
- Copy machine
- Personal automobile or public transportation

Computer software may include any or all of the following:

- Microsoft Office including Word, Excel, Outlook
- Electronic Health Record

Position Requirements

These specifications are general guidelines based upon the minimum, ordinarily considered essential, to satisfactory performance in this position. Individual skills and abilities may result in some deviation from these guidelines.

To perform effectively in this position, the employee in this position is required to have:

- Minimum of 2 years post CA Licensure as a Clinical Social Worker, Psychologist or Marriage and Family Therapist.
- Minimum of 4 years of managerial experience within a county contracted environment.
- Advanced knowledge of the mental health and substance abuse services and systems specific to the program that is to be supervised.
- Depending on program/division, advanced knowledge of Evidence Based Practices and/or the Recovery Model of treatment.
- Demonstrated effective leadership and management skills; experienced in effectively leading multidisciplinary teams.
- Be experienced in the types of therapy, psychological testing, and case management appropriate to the program.
- Present ideas, information, and viewpoints clearly, both verbally and in writing.
- Efficiently use the personal computer including word processing, spreadsheets, and other related software programs.
- Manage employee performance consistent with defined Didi Hirsch processes.
- Utilize analysis, experience, and judgment to make solid business and therapeutic decisions.
- Demonstrate commitment to team objectives and Didi Hirsch philosophies.
- Adapt to changing needs by acquiring new skills and knowledge.
- Know and comply with Agency policies and procedures, HIPAA, DMH policies and documentation guidelines, and other state, federal regulations relating to quality assurance and improvement.
- Current California driver's license and a driving record acceptable to the Agency's insurance carrier.

The employee in this position must be able to perform this job safely, without endangering the health or safety of him/herself or others.

Acknowledgement

I have been given a copy of this position description. The above position description is intended to describe general expectations and I understand that I may be asked to perform duties and responsibilities not listed. This position description may change at any time to meet Agency needs.

Print Name: _____

Signature: _____ Date: _____

cc: Employee
Employee's File
Supervisor