



GODDARD RIVERSIDE COMMUNITY CENTER

Job Title: Program Director	Job Classification: Exempt
Program/Department: The ACT Team	Reports to: Deputy Executive Director
Hours: 9:00am to 5:00pm	Days: Monday to Friday
Salary Range:	Updated: May 2017
Intro/Program Description: The Assertive Community Treatment (ACT) Team is a unique and nontraditional licensed outpatient psychiatric clinic for individuals who have demonstrated a high service need with multiple hospitalizations, emergency room visits and difficulty maintaining stability in the community. ACT is a nationally recognized model and an evidence-based practice. The ACT Team serves the Upper West Side, Harlem, Washington Heights and Inwood.	
Purpose of Position: The position of Program Director is to provide administrative and clinical oversight of program operations for the ACT Team.	

Roles, Responsibilities, and Essential Duties

1. Program Oversight and Quality Assurance

- Oversee clinical care and ensuring the highest quality of care
- Serve as liaison to NYS Office of Mental Health and NYC DOHMH
- Oversee program operations to ensure alignment with regulations and guidelines set forth by the NYS Office of Mental Health (OMH), the NYC Department of Health and Mental Hygiene (DOHMH) and contracted Managed Care Organizations (MCOs)
- Oversee new client assessment and assignment
- Must maintain licensing standards for program certification
- Oversee program budget
- Maintain oversight of utilization review, incident management and monitor outcomes for quality improvement
- Develop and maintain relationships with Assisted Outpatient Treatment (AOT), DOHMH Single Point of Access (SPOA), local hospitals, supportive housing, medical clinics and other community providers
- Responsible for overseeing monthly Medicaid billing by following the regulations and guidelines for ACT Teams

2. Staff Supervision

- Meet regularly with staff for clinical supervision; evaluate their work and discuss progress of their clients
- Provide guidance on client care issues and agency policies and arrange for training as needed
- Arrange staff schedules and ensure adequate coverage

3. Client Service

- Rotate on-call service
- Oversee worksite to ensure safety

4. Community and Agency Liaison

- Serve as liaison to GRCC management and program directors and relate agency-wide information to staff
- Serve as liaison to related community programs

5. Program development and improvement

- Prepare program reports
- Assist in developing program budget and monitor program expenses against budget
- Oversee program evaluations and improvement plans

6. Other duties as required

Qualifications/Educational Requirements

- Licensed Clinical Social Worker (LCSW) license required
- Experience working with the seriously and persistently mentally ill population
- 5 years of supervisory experience in a clinical setting
- ACT Team experience preferred

Skills, Knowledge and Abilities

- Knowledge of evidenced-based best practices for areas of engagement, violence risk and management, integrated treatment for co-occurring disorders and cultural competence
- Knowledge of electronic health records is required

Physical Requirements

- Some outdoor work and walking
- Frequent computer use

Work Environment

- Work site is on basement level

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of this position and title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job related task other than those specifically presented in this description. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Resumes should go to: rsolomon@goddard.org