

Title: Adult Services Director

Dept: Adult Services

Immediate Supervisor: Executive Director

Location of Job: Spring River Mental Health & Wellness,
Inc.
6610 SE Quakervale Rd
Riverton, KS 66770

201 W. Walnut
Columbus, KS 66725

Personnel Directly Supervised:

APRN, Psychiatric Registered Nurse and LPN, Adult Services Supervisor, Substance Abuse Services Supervisor, Assertive Community Treatment Supervisor, Adult QMHP staff, Crisis Staff.

Typical Physical Demands:

Requires sitting for long periods of time. Occasional bending, stretching or lifting. May require contact with individuals with communicable diseases. Requires the ability to work under high stress conditions for long periods of time. Ability to hear normal range of voice. Ability to prepare written reports, use telephone equipment, and possess basic computer skills.

Typical Working Conditions:

Normal office environment. Occasional exposure to communicable diseases and other conditions in a clinic environment. Occasional exposure to aggressive or violent patients.

Duties and Responsibilities:

1. To develop and maintain Adult Mental Health and Substance Abuse programs by:
 - being knowledgeable of current literature, resources, and research regarding evidence-based practices for Adult Mental Health and Substance Abuse disorders
 - ensure client and community satisfaction and relations
 - develop and maintain programs within budgetary guidelines
 - recruitment and hiring of staff for Adult Mental Health and Substance Abuse programs
 - develop and update training and education materials for the Adult Mental Health and Substance Abuse departments
 - develop and oversee departmental orientation
 - provide direction for continuing education needs of staff within the Adult Mental Health and Substance Abuse departments
 - oversee and maintain fidelity of the Assertive Community Treatment (ACT) Program.
 - oversee and maintain fidelity of the Individual Placement Support (IPS) Program.
 - oversee housing services.
 - oversee and supervise mobile crisis services
 - oversee the day-to-day operations of the medication program and maintain fidelity of Medicated Assisted Treatment (MAT) services under the direction of the Medical Director
 - oversee Adult Rehabilitation services and monitor outcomes including the completion

- of timely documentation.
- understand, participate in departmental budget planning, and operate within departmental budget.
 - keep up to date on and research new evidence-based practices.
2. To ensure compliance with all licensure and funding sources applicable to Adult Mental Health and Substance Abuse services.
 3. To ensure compliance with SRMHW CCBHC policies and procedures.
 4. To provide direct supervision to:
 - ensure that direct service providers meet expected service delivery and outcomes
 - monitor completion of required staff training
 - formulate corrective action plans for staff when need
 5. To provide backup for on call clinicians.
 6. To maintain professional working relationships between SRMHW programs, administration, and community agencies.
 7. To represent SRMHW Adult Services at local, regional, and state meetings as assigned by the Executive Director.
 8. To provide a service expectation as needed and directed by the Executive Director.
 9. To participate as a member of the SRMHW administrative team.
 10. Other duties as assigned.

Performance Requirements--Knowledge, Skills & Abilities:

Knowledge of current social and health problems related to psychological and substance abuse disorders. Knowledge of community resources and referral agencies. Knowledge of group dynamics. Skill in counseling. Skill in establishing and maintaining effective working relationships with clients, staff and the public. Ability to evaluate, diagnose, and treat clients. Ability to administer, score, interpret and evaluate varied psychological data (for Psychologists). Ability to write reports and document client progress.

Job Qualifications:

The Adult Services Director must be licensed or eligible for licensure through the Kansas BSRB at the independent practice level or be working toward their independent license and have five years' experience in a mental health setting, with 2 years supervisory experience. LCAC certification strongly preferred for SUD.