



JOB DESCRIPTION

JOB TITLE: Behavioral Health Services, Clinical Director
EMPLOYER: Deaf Community Services of San Diego
DEPARTMENT: Behavioral Health
REPORTS TO: Deputy Director
ANNUAL SALARY: \$70,000-77,000 (BOE)

SUMMARY: The Clinical Director will be accountable for the operation and oversight of the Behavioral Health Department which includes the DCS outpatient mental health clinic, the DCS Clubhouse, and the Signs of Life program. This includes but is not limited to: program development and management, budget management, community development, quality assurance, coordination of cross agency service integration, direct staff supervision, counseling and treatment plans, as well as maintaining supportive external relationships.

DUTIES AND RESPONSIBILITIES:

- Ensure that all services and activities adhere to and uphold the rigorous standards of DCS as mandated by its mission, purpose, guiding principles and standards of quality.
- Maintain good working knowledge of the County of San Diego Mental Health Services Outpatient Policy and Procedure Manual.
- Ensure that EPSDT funded program upholds system of care values and is in line with San Diego County outpatient policy and procedure and rehabilitation options manual.
- Develop and implement a quality assurance plan to ensure compliance with the current EPSDT chart requirements.
- Maintain required documentation and client files in compliance with CMHS documentation regulations.
- Provide direct clinical services with individual, group, and family counseling.
- Responsible for training, developing, supervising, recognizing, evaluating, and terminating staff and interns in accordance with agency personnel policies and practice.
- Provide license-eligible supervision to staff in accordance with the California Board of Behavioral Sciences
- Child Welfare Case (CWS) oversight and involvement as needed per contract requirements.
- Maintain confidentiality and privacy standards in accordance to agency policies and applicable regulations and laws including HIPAA.
- Ensure that program is adhering to fiscal and administrative timelines for regular ongoing activities, as well as periodic adjustments pertaining to contracts and transfer of expenses.

- Assist in preparation of annual budget in accordance with agency guidelines and ensure that expenses incurred are within the budget.
- Provide contractually required training to DCS staff, including but not limited to: HIPAA compliance, Mandated Reporter, False Claims Act, etc.
- Performs other related duties as assigned by management.

QUALIFICATIONS:

- Master's degree in Clinical Psychology, Social Work, Counseling, or related field.
- Licensed in California, required. Licensure with the Board of Behavioral Sciences LMFT, LCSW preferred or LPCC with completion of BBS requirements to provide family and couple counseling.
- Licensed for a minimum of 3 years with supervision certificate or ability to complete supervision certificate prior to employment.
- Minimum 5 Years of working experience in behavioral health setting working with children, youth, and adult clients from diverse backgrounds
- AOD experience required, AOD program oversight experience; preferred
- Understanding of human service delivery systems -- knowledge of San Diego systems and Medi-cal/Medi-care preferred.
- Native or near-native fluency in American Sign Language required.
- Reliable transportation - Home visits and off-site meetings are a regular part of the role
- An understanding of current issues related to Deaf and Hard of Hearing people required
- Demonstrated experience in staff development, program and community planning, and contract and fiscal management.

COMPETENCIES:

- **Leadership**--Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- **Managing People**--Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services; Continually works to improve supervisory skills.
- **Customer Service**--Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Strategic Thinking**--Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.
- **Planning/Organizing**--Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

- **Diversity**--Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- **Ethics**--Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

BENEFITS: DCS offers a comprehensive employee benefit package to full-time employees which includes medical, dental, vision, life insurance and long-term disability. Flexible Spending and Dependent Spending Accounts, as well as, other voluntary benefit coverages.

All employees have access to an Employee Assistance, Discount Program and 401K retirement options.

OTHER BENEFITS: Generous paid Personal, Sick and Vacation leave for full time employees. In addition, DCS observes twelve paid Holidays per year

sAPPLICATION DEADLINE: **Open Until Filled**

TO APPLY-submit the following:

1. Resume, typed; and
2. Cover Letter, video in ASL

Email: careers@dcsofsd.org

Human Resources Deaf Community Services of San Diego, Inc.
1545 Hotel Circle South, Suite 300
San Diego, CA 92108

Fax: (619) 398-2444