CHILD AND ADOLESCENT DIVISION DIRECTOR

**MINIMUM QUALIFICATIONS:** MASTER’S DEGREE IN THE BEHAVIORAL SCIENCES, FIVE YEARS POST MASTER’S RELEVANT CLINICAL EXPERIENCE AND APPROPRIATE ALABAMA PROFESSIONAL LICENSURE. EXPERIENCE IN COORDINATION OF A CLINICAL PROGRAM. A DRIVER’S LICENSE VALID IN THE STATE OF ALABAMA, MAINTENANCE OF A GOOD DRIVING RECORD, AND PERSONAL AUTOMOBILE LIABILTY COVERAGE ($20,000- $40,000).

**PRIMARY JOB FUNCTIONS AND PERFORMANCE EXPECTATIONS:**

**Administrative Responsibilities:**

Serves on the Central Alabama Wellness Leadership Team

Serves as Child and Adolescent Services Division representative on

Central Alabama Wellness’s Performance Improvement/Clinical Services Committee

Serves as Child and Adolescent Services Division representative on Central Alabama Wellness’s Performance Improvement/Clinical Services Committee

Enlists staff, consumer, and family input for Performance Improvement activities

Monitors/Develops CQI indicators for Child and Adolescent Services Division

Assumes responsibility for data collection for Child and Adolescent Division

Monitors/Develops/Implements Corrective Actions for identified deficiency areas

Provides Child and Adolescent Services Division staff training on Central Alabama Wellness’s CQI Plan

Assures Child and Adolescent Services Division Policies and procedures adhere to DMH, Medicaid and Central Alabama Wellness requirements

Participates in the development of the Child and Adolescent Services Division’s annual budget and assures that programs operate within the approved budget

Assures that the Child and Adolescent Services Division operates according to DMH requirements and maintains readiness for DMH certification reviews and Medicaid Audit reviews.

Prepares necessary data / reports as required by DMH, Central Alabama Wellness Executive Director, Clinical Director and Finance Director

Ensures consumer safety, including safety of building and structures utilized by Child and **Adolescent Services Division:**

Oversees Clinical and Administrative Reviews as outlined by DMH

**Child and Adolescent Services Division Program Development, Implementation and Supervision**:

Supervises existing Child and Adolescent Services Division Programs (Outpatient, School Based, In-Home, Day Treatment Juvenile Court Liaison and Case Management services):

Provides or appropriately arranges for clinical supervision for all qualified Child and Adolescent Services employees

Responsible for the hiring and termination of program coordinators within the Child and Adolescent Services Division

Conducts timely and objective Performance Appraisal Evaluations

Applies Personnel Policies and Procedures in a consistent manner with necessary documentation

Supervises, Monitors and evaluates Child and Adolescent Services Division Programs to assure quality, effective and efficient services are provided to clients and families

Assures that Child and Adolescent Services Division programs meet assigned productivity requirements.

**Develops community based programs for children and adolescents with mental illness disorders:**

Submits proposals as appropriate for program development

Coordinates with local agencies to identify and address needed community services

**Staff Training Responsibilities:**

Conducts or arranges for Child and Adolescent Services Division staff meetings on a regular basis to disseminate Central Alabama Wellness, DMH and clinical information to promote quality program services to include but not limited to:

In-service training on DMH requirements

In-service training on Medicaid requirement

In-service training on Central Alabama Wellness Policies and Procedures

In-service training to improve program delivery

Assures all Child and Adolescent Services Division personnel meet minimum training as required by Central Alabama Wellness and DMH requirements

Maintains and provides liaison and education for the Center, other community agencies and the general public.

Serves as Central Alabama Wellness representative on the Children Policy Councils in Chilton and Shelby Counties

Services as Central Alabama Wellness representative on the Multi-Needs Committees in Chilton and Shelby Counties

Provides a minimum of two community presentations per year regarding Central Alabama Wellness Child and Adolescent Services

Presents information is an effective and professional manner

Presents information that is accurately targeted toward the audience

Effectively serves as a positive advocate for the mental health services for children and adolescents

Maintains and improves professional skills.

Maintains professional licensure

Attends and actively participates in professional workshops and completes Relias training as assigned.

Researches and implements evidenced based practices in child and adolescent programs to assure best practices and clinically appropriate services.

Effectively utilizes people on staff for consultation

Completes other duties as assigned by Supervisor.

Will execute these duties and responsibilities in a timely and accurate manner

These duties will be treated with the same importance in relation to confidentiality and priority as other duties and responsibilities