I. JOB TITLE: MENTAL ILLNESS DIVISION DIRECTOR

II. CLASSIFICATION: DIVISION DIRECTOR

III. SUPERVISOR: EXECUTIVE DIRECTOR

IV. MINIMUM QUALIFICATIONS: Master's degree in psychology, social work, counseling, or psychiatric nursing and have a minimum of 3 years post master's relevant clinical experience.

V. PRIMARY JOB FUNCTIONS AND PERFORMANCE EXPECTATIONS:

A. Administrative Responsibilities:

1. Serves on the CSMHC Leadership Team

2. Serves as MI Division representative on CSMHC’s Performance

Improvement Committee

* + - 1. Enlists staff, consumer, and family input for Performance Improvement activities
      2. Monitors/Develops CQI indicators for MI Division
      3. Assumes responsibility for data collection and compilation for MI Division
      4. Monitors/Develops/Implements Corrective Actions for deficiency areas
      5. Provides MI Division staff training on CSMHC’s CQI Plan

3. Serves as MI Division representative on CSMHC’s Clinical

Records/Clinical Services Committee

a. Develops/Implements and provides staff training on CSMHC’s

Policies and Procedures

b. Assures MI Division Policies and Procedures adhere to DMH, State

and Federal regulations

c. Participates in the annual review of CSMHC’s Policies and Procedures

to address changes in policy and/or practice

4. Participates in the development of the MI Division’s annual budget

and assures that the MI Division operates within the approved budget

5. Assures that the MI Division operates within DMH requirements and

maintains readiness for DMH certification reviews

6. Prepares necessary data / reports as required by DMH, Alabama Council,

CSMHC Executive Officer and Financial Director

7. Oversees Clinical and Administrative Reviews as outlined by DMH and

CSMHC’s standards

8. Ensures consumer safety, including safety of building and structures used by

MI Division

* 1. MI Division Program Development, Implementation and Supervision:
     1. Supervises existing MI Division Programs.
        1. Provides or appropriately arranges for clinical supervision for all qualified MI Division employees
        2. Responsible for the hiring and termination of employees within the MI Division
        3. Conducts timely and objective Performance Appraisal Evaluations
        4. Applies Personnel Policies and Procedures in a consistent manner with necessary documentation
        5. Monitors and evaluates MI Division Programs to assure quality, effective and efficient services are provided to clients and families
     2. Develops community based programs for individuals with mental illness disorders:
        1. Submits proposals as appropriate for program development
        2. Coordinates with local agencies to address needed community services
  2. Staff Training Responsibilities:
     1. Conducts or arranges for MI Division staff meetings on a regular basis to disseminate agency, DMH information to promote quality program services to include but not limited to:
        1. In-service training on DMH requirements
        2. In-service training on CSMHC Policies and Procedures
        3. In-service training to improve program delivery
     2. Assures all MI Division staff meets minimum training as required by CSMHC and DMH requirements
  3. Liaison and Education Responsibilities for CSMHC, other community agencies and the public:
     1. Presentations are effective and professionally prepared
     2. Presentations are targeted toward audience needs
     3. Participates in interagency opportunities to facilitate positive working relationships between CSMHC and other community agencies

E. Maintains and Improves Professional Skills:

1. Attends and actively participates in professional workshops and in-service

training

2. Effectively utilizes other CSMHC staff members for consultation

F. Any other duties, clinical and/or non-clinical, as assigned by supervisor

I HAVE RECEIVED A COPY OF THIS JOB DESCRIPTION AND I UNDERSTAND THE DUTIES AND RESPONSIBILITIES OUTLINED.

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Signature Date