

Job Title: Director of Mental Health Services

Reports To: Chief Clinical Officer (or designee)

About CLARE | MATRIX: CLARE | MATRIX is a nonprofit organization providing effective and compassionate treatment, recovery, and prevention services for alcoholism and substance abuse to individuals, families, and the community.

Since 1970 CLARE | MATRIX has provided quality substance abuse and mental health treatment to men, women, and children in southern California.

Through programs run by a compassionate, committed, results-oriented team of counselors, therapists, and administrators, CLARE | MATRIX continues to build its reputation as a leader in Evidence-Based Treatment practices and continues to break new ground in the areas of positive outcomes, outreach, research, and community involvement.

Headquartered in Santa Monica, CA CLARE | MATRIX maintains 18 facilities in the southern California region; providing services to participants in a manner consistent with its Core Values: Compassion, Teamwork, Integrity, Empowerment and Adaptability.

Summary: The Director of Mental Health Services is responsible for and oversees Healing House, a Social Rehabilitation Facility and Short Term Crisis Residential Treatment Program at CLARE | MATRIX.

Major Areas of Responsibility:

- Oversee the operational, financial, and clinical operations of residential and sober living programs
- Assist in planning and implementing quality of services
- Provide leadership and guidance to program managers and coordinators
- Clinical Supervision of Mental Health Interns and AOD Counselors

Primary Objectives:

- Oversee the operational, financial, and clinical operations of all residential and sober living programs consistent with regulations and standards
- Assist the Chief Clinical Officer in planning, implementing and measuring quality of services by providing feedback, monitoring progress and attending and conducting training.
- Provide clinical and administrative supervision for staff to maximize quality of care to all clients

Specific Responsibilities:

- Oversee the operational, financial, and clinical operations of all residential programs consistent with regulations and standards
- Overall facility management oversight
- Enhance residential programming and ensure compliance with federal/state regulations, CARF standards, DMH and DMC standards, insurance company requirements and other regulatory policies regarding program services and requirements



COMPASSION – TEAMWORK – INTEGRITY – EMPOWERMENT – ADAPTABILITY

- Ensure assessments, treatment plans and progress notes are accurate, clinically sound and turned in on time to maximize billable hours
- Ensure client dates of services are tracked correctly for billing purposes and clinically sound documentation for each date
- Work with the Chief Clinical Officer to establish short and long-range objectives, plans, and strategic goals for programs
- Coordinate, implement and monitor program development, licensing and contract compliance and effective service delivery and outcomes
- Work closely with Medical Director and nursing liaison for clients in detoxification and acute mental health
- Assist in Planning, Training, Implementing and Measuring Quality of services
- Assist in the development, training, implementation and monitoring of clinical policies, procedures, and program measures to ensure the delivery of high quality services in compliance with agency and contract requirements and standards; promote and utilize evidenced-based practices
- Ensure continuous quality improvement of programs and services. Evaluate program quality and effectiveness, identify need areas, develop and monitor improvement strategies on an on-going basis.
- Coordinate and collaborate with directors in respect to clinical planning, service delivery and cross-division issues
- Conduct clinical trainings as needed by the Senior Director of Clinical Services; ensure program effectiveness, client progress, and staff adherence to company clinical rules/policies
- Provide clinical and administrative supervision for staff to maximize quality of care to all clients
- Oversee residential programs to ensure quality of services are delivered in community and contracts are being fulfilled
- Work with staff to develop and implement innovative program strategies and therapeutic activities that foster individual empowerment and growth.
- Provide leadership to program coordinators and managers through guidance and supervision; foster teambuilding within programs
- Provide clinical supervision and training for mental health interns and counselors as well as facilitate treatment team meetings
- Assist other Directors by providing clinical supervision for interns and counselors and facilitating treatment team meetings when needed
- Oversee staff scheduling, timecards, and performance reviews
- Work closely with the Compliance Manager as needed in the areas of state and CARF inspections
- Participate in ongoing training of insurance compliance, CARF accreditation, and State/Federal requirement
- Participate in supervisors' meetings, staff and team meetings, agency wide meetings, in-service training, and other meeting and trainings as assigned.
- Provides Clinical Assessments for potential clients to ensure clients are appropriate for programs
- Crisis management when necessary and 24/7 on-call
- Fill in for program managers when necessary
- Time cards and Performance Reviews
- Utilize electronic health records software for the daily functions of the position as necessary
- Assist Senior Director of Clinical Services and perform other such duties as assigned within the scope of the position and program description, as well as those reflective of experience, education and ability



Knowledge, Experience & Skills:

Minimum Requirements:

- Attainment of at least 18 years of age
- A Health Screening with negative TB Test results
- A Criminal Record Clearance
- The ideal candidate would have a strong understanding of Substance Use Disorders with at least three to five years of supervision experience.

In addition, the following are strongly desired:

- A passion for the mission, vision and values of CLARE | MATRIX
- In-depth knowledge of treatment approaches, evidence based practices and assessment standards
- Demonstrate the highest possible level of professional ethical standards and integrity
- Excellent communication and documentation skills
- Demonstrated dynamic leadership skills and the ability to supervise a multi-cultural staff
- LMFT/LCSW/PhD required. Must be licensed long enough to provide clinical supervision
- Knowledge and experience working with insurance is a plus

Physical Demands:

While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

Work Environment:

This job will be primarily located at the CLARE | MATRIX offices in Santa Monica, CA. While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

By my signature I acknowledge that I have received and reviewed a copy of this job description:





COMPASSION - TEAMWORK - INTEGRITY - EMPOWERMENT - ADAPTABILITY

Employee Printed Name and Signature

Date

CLARE | MATRIX is an equal opportunity/affirmative action employer. CLARE | MATRIX does not discriminate because of gender, sexual orientation, race, religion, age or physical, mental or sensory challenges. No qualified applicant will be denied employment sole on the basis of having or not having a prior history of alcoholism or other drug addiction.

