

FAMILY EMPOWERMENT SERVICES DIRECTOR



POSITION PURPOSE

Under general direction of the Deputy Director of Services, Behavioral Health and Special Needs and the Executive Director, establishes plans, develops, and implements a range of mental health services to children, youth and families. This position has significant responsibility for compliance matters related to publicly and privately financed behavioral health services. This is a management position exempt from overtime provisions.

ESSENTIAL FUNCTIONS

- Plans, develops and participates in administration of mental health services to children, youth, and adults.
- Ensures compliance with public or private health insurance requirements; participates in accurate billing for services
- Ensures services are provided using best practices and/or evidence based practices and in conformance with any funding source agreements
- Collaborates with funding sources and community partners to support provision of high quality, responsive services
- Builds relationships and conducts outreach by visiting sites where Changing Tides Family Services' staff regularly provide services
- Participates in the development of grant proposals, budgets, and applications for funding.
- Participates in the development of annual plans for programs and Division; reviews plan progress; modifies as necessary.
- Analyzes and correctly applies federal, state or county regulations applicable to the programs supervised. Interprets and explains policies, procedures and regulations to staff or community members.
- Develops or oversees systems to maintain client data accurately and confidentially, including in compliance with HIPPA requirements
- Oversees a Continuous Quality Improvement program for mental health services
- Maintains an advanced working knowledge of the electronic health record software used by Changing Tides Family Services and can explain the system to staff supervised.
- Effectively represents Changing Tides Family Services at community groups and meetings; may make presentations involving public speaking at various state and local meetings, conference, s and workshops.
- Maintains contemporary knowledge regarding trends in mental health service delivery, evidence based practices, special education regulations, and positive behavior services
- Engages in assigned tasks or projects that support Changing Tides Family Services as a whole.

Kerry Venegas, Executive Director

- In collaboration with the Deputy Director of Services, Behavioral Health and Special Needs, establishes productivity standards for staff under span of control; monitors productivity; takes steps as needed to ensure productivity goals are met
- Gathers and analyzes information regarding community needs; as approved, develops programs to address those needs.
- Prepares reports, correspondence and a variety of written materials.
- Provides input on the development of multiple budgets; takes appropriate action to ensure budgets are spent in accordance with approved amounts and spending guidelines.
- Collaborates with the Clinical Services Director and the Deputy Director of Services, Behavioral Health and Special Needs in the design of new programs and in the selection/assignment/ evaluation of clinical staff
- Selects staff (in conjunction with the Clinical Services Director as appropriate); provides for their training and professional development, including in the area of cultural competency
- Plans, organizes and supervises the workflow of the Division and its staff; evaluates employee performance in conformance with Changing Tides Family Services policies, counsels employees and effectively recommends disciplinary action and other personnel decisions
- Provides technical assistance and/or consultation to staff in problem resolution
- Uses correct English grammar and punctuation in written work; uses correct business math in calculations
- Uses a personal computer to accurately enter and retrieve information; uses standard personal computing software (Word, Outlook, Excel)
- Provides clear written and oral instructions; understands clear written and oral instructions
- Oversees compliance with Changing Tides Family Services Personnel Policies and other Changing Tides Family Services policies and procedures
- Reports suspected cases of child abuse in compliance with mandated reporting requirements.

Other Requirements:

- Ability to work a varied schedule, including evenings, weekends, and early mornings.
- Must be able to pass a criminal history and fingerprint clearance.
- Must possess a valid California driver's license, current insurance and the use of a vehicle for work.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:
 Equivalent to graduation from a four year college or university with major coursework in human services, social work, or closely related field and four years' experience supervising several staff in a family services or mental health organization. Possession of a master's degree is preferred

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Child Care Services/Subsidies/Referrals | Special Needs Services | Mental Health Services | Parent Supports

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