

CLINIC DIRECTOR
CHAUTAUQUA COUNTY DEPARTMENT OF MENTAL HYGIENE AND SOCIAL SERVICES
FULL TIME @ 40 HOURS/WEEK
SALARY RANGE: \$40.96 - \$54.85/HOUR + BENEFITS

The Chautauqua County Department of Mental Hygiene and Social Services is seeking a qualified applicant to fill a Full-Time, Clinic Director position in the Dunkirk, NY office. A Clinic Director performs professional and administrative work involving the responsibility for administering and supervising the mental health services of a community mental health program. The work includes supervision of professional and clerical staff as well as management of an outpatient mental health clinic. Does related work as required.

Typical Work Activities:

- Recruits, selects, trains and supervises all professional and non-professional employees of a mental health clinic;
- Provides the day to day operational and financial oversight of an outpatient mental health clinic;
- Prepares and submits administrative/operational reports, performance evaluations, incident reports, utilization reviews, productivity and quality assurance;
- Creates and maintains systems to monitor treatment and record keeping;
- Follows up on all assessments, treatment plans, progress and discharge summary notes for timeliness;
- Ensures clinic operations and records are kept in compliance with funding and certifying agencies;
- Supervises staff, sets performance standards, monitors performance and takes corrective action as necessary;
- Ensures a safe and hospitable environment for staff and clients;
- Organizes work and sets priorities based on program needs and administrative directives;
- Responsible to ensure the provision of quality of care rendered at the clinic;
- Supervises and participates in the intake screening of new patients, making an evaluation in all areas;
- Supervises and participates in providing individual, group and family clinical services;
- Represents the department at community meetings and inter-agency collaborations as assigned;
- Leads clinical case conferences;
- Coordinates various activity and treatment programs with other social agencies;
- Supervises the maintenance of a comprehensive case records management system;
- Assures the transfer of outpatients to other levels of treatment when indicated;
- Participates in the county's mental health planning process for long range planning toward the continued development of mental health programs;
- Refers cases to other agencies and coordinates various activities and treatment programs with other governmental and non-governmental social agencies;
- May direct in-service training of other professionals and para-professionals.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

Chautauqua County Offers A Comprehensive Benefits Package Which Includes:

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| - Health Insurance (including Dental & Vision plan) | - 13 Paid Holidays |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time |
| - Personal Days | |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |

Minimum Qualifications: Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Social Work and three years of work experience involving supervision of personnel and operations in an agency providing direct care mental health counseling services to individuals.

Additional Requirement: Possession of New York State licensure as a Licensed Clinical Social Worker at time of application, appointment and during service in this classification.

