

**Coalition for Hispanic Family Services**  
**JOB POSTING**

**Program:** Children's Outpatient Mental Health Clinic  
**Job Title:** Clinic Director  
**Reports To:** Deputy Executive Director  
**Date Available:** March 1, 2021  
**Date Posting:** February 04, 2021

**To apply:** Submit a resume and cover letter with qualifications to Jeannette Burgos, Deputy Executive Director: [jburgos@hispanicfamilyservicesny.org](mailto:jburgos@hispanicfamilyservicesny.org)

**JOB SUMMARY**

Responsible for the day-to-day operations of the children's outpatient mental health clinic program. Temporarily remote.

**RESPONSIBILITY**

- Establishes compliance with state and city regulations, including charting and environment.
- Provides direct supervision to clinical supervisors, program administrative assistant and Psychiatrist
- Oversees clinic billing activities.
- Oversees outreach efforts
- Participate and oversees clinician's mandated levels of service.
- Leads utilization review committee.
- Leads interdisciplinary team's weekly clinical case conferences.
- Leads weekly staff meetings
- Trains staff in the maintenance of clinical records in compliance with all city, state and federal regulations as per the State Office of Mental Health & the Department of Health and Mental Hygiene
- Oversees the compliance with Medicaid managed care requirements, both by clinicians and billing staff.
- Schedules in agency training/in-service programs.
- Reports weekly and as needed to Deputy Executive Director
- Carry a small clinical caseload
- Participate in state and local committee meetings
- Performs other duties as required.

## **QUALIFICATIONS**

1. Master's Degree from an accredited school of Social Work or Mental Health Counseling
2. Licensed by the State of NY as an LCSW or LMHC
3. Good writing/record keeping skills.
4. Ability and willingness to travel to client's home, school, etc., when necessary to negotiate any steps and barriers to client's treatment.
5. Bilingual in Spanish and English is required.
6. Understanding and appreciation of the roles of race, religion, ethnicity, sexual preference, and individual values as they relate to servicing clients and families.
7. Ability to work from home (current telehealth practice is in place) this will change in the future.