

## Managerial Position Available

**COMPANY NAME:** Coalition for Hispanic Family Services

**JOB TITLE:** Director of Children’s Behavioral Health Services

**REPORTING RELATIONSHIP:** Deputy Executive Director

**LOCATION:** 315 Wyckoff Avenue  
Brooklyn, New York 11237  
(Temporarily Remote)

**About Coalition for Hispanic Family Services (CHFS):** CHFS is a community- based, family-focused organization of color providing an array of services to children and families in North Brooklyn and Western Queens. For over 30 years CHFS has worked with vulnerable populations that include children in foster care, seriously emotionally disturbed children and youth and families at risk of abuse and neglect. The provision of accessible, high-quality health and mental health services to these vulnerable populations is central to our holistic approach of strengthening families in a culturally competent manner.

**About Our Children’s Behavioral Health Services:** Since 1994 CHFS has provided outpatient and residential services to the most vulnerable seriously emotionally disturbed children and youth in NYC. Our programs utilize evidence-based models, trauma informed practice and family focused interventions to serve children and youth ages 0-19 and their families. Services are provided in office, in home, in school or in community depending on the needs of the family. Most services are temporarily being provided via tele-health. Services are provided in the context of culture and language and are strengths based. The population served are primarily but not exclusively Latino. Specialty populations include children impacted by abuse and neglect as well as children who are seriously emotionally disturbed.

**Position Overview:** The Director of Children’s Behavioral Health Services will have oversight of the day to day administrative and programmatic operations of the Child and Adolescent Behavioral Health Clinic and home and community based Child and Family Treatment Support Services (CFTSS) programs. The Director is responsible for the oversight and provision of quality services, implementation of culturally appropriate evidence based/informed treatment models, seamless coordination and collaboration with clinical, administrative, and quality assurance/improvement staff. The director is responsible for establishing and fostering a strong collaborative relationship with other programs in CHFS as well as other community providers and sources of referrals.

The director is a highly responsible individual with considerable leadership experience in child, adolescent and family behavioral health services. This is an excellent opportunity for a hard-working, motivated, detail-oriented individual who understands the importance of completing tasks accurately and timely. The director must be a highly organized leader with excellent interpersonal skills who possesses a high level of energy and innovation. In addition, this individual must have excellent

writing skills. Must be able to accomplish a broad range of tasks simultaneously with strong attention to deliverable timeliness. Responsibilities include but are not limited to, report preparation, supervision, staff development, knowledge of regulatory compliance. In addition, this position is responsible for insuring that service productivity goals are met.

**Duties:**

- Overall implementation, management and supervision of all community and center-based behavioral health services to insure program compliance with state, city and managed care regulations, including documentation in EHR.
- Hire, train and manage full time and per diem staff.
- Provide direct clinical and/or administrative supervision to supervisors, program assistant and psychiatrist.
- Facilitate Utilization Review Committee meetings and Clinical Case conferences
- Develop and implement creative community outreach strategies.
- Establish and maintain strong, productive relationships with community and provider referral sources.
- Insure an adequate referral pipeline to meet the fiscal requirements of the programs.
- Provide immediate response, guidance and direction to staff in emergency situations with clients.
- Review Quality Assurance reports and establish a timely corrective action plan.
- Work closely with managed care administrator and finance staff to insure timely and accurate billing and revenue processing.
- Facilitate positive working relationships with funders and state oversight agencies.
- Serve as a mental health advocate for children and families of color.
- Carry a small caseload of clients
- Serve on CHFS Senior Management/Leadership Team.
- Reviews and analyze data and outcomes reports and identifies trends
- Perform other duties as assigned.

**Minimum Qualifications**

Master's or Doctoral Degree from an accredited School of Social Work or Mental Health Counseling Program with five+ years supervisory experience and two+ years' experience as a program director working with children and families in a clinical setting. Current NYS License: LCSW or LMHC. Excellent verbal/written/record keeping skills. Must understand and appreciate the roles of race, religion, ethnicity, gender identity, and individual values as they relate to servicing clients and families. Knowledge/experience working in a Medicaid MCO environment. Proficient with Microsoft office suite and web applications. Strong time management and organizational skills; an obsessive attention to detail and follow-through. Bilingual Spanish/English is required.

To apply for this position please send your cover letter and resume to  
[jburgos@hispanicfamilyservicesny.org](mailto:jburgos@hispanicfamilyservicesny.org)

**Coalition for Hispanic Family Services is an  
Equal Opportunity Employer committed to diversity in the workplace and  
leadership opportunities for people of color.**