

**Coalition for Hispanic Family Services
JOB DESCRIPTION**

Program: Children's Mental Health and Rehabilitative Services Clinic
Job Title: Clinic Director
Reports To: Deputy Executive Director
Date Available: Immediately

To apply: Submit a resume and cover letter with qualifications to Jeannette Burgos-Ochart, LCSW Deputy Executive Director:
jburgos@hispanicfamilyservicesny.org

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 33 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. Our strength-based model also supports progressive youth development programs, family support services and community school partnerships. The provision of accessible, high-quality family focused services to families of color is central to our holistic approach of strengthening families in a culturally competent manner. Our family- centered work serves to strengthen communities one family at a time.

JOB SUMMARY

The Clinic Director has overall clinical and administrative responsibility for the children and families OMH licensed outpatient behavioral health clinic and provides leadership that results in the provision of quality services and fiscal viability. The Clinic Director ensures the use of family focused, culturally competent evidence-based/informed practices and models, resulting in excellent client experience. The Clinic Director communicates organization and program vision and leads from a strength-based perspective to ensure that children and families are receiving quality care.

RESPONSIBILITIES

- Provides leadership and oversight and ensures the provision of quality services to all children and families.
- Direct supervision of Clinical Supervisors and Program Administrative Assistant.
- Oversight and monitoring of psychiatric services.
- Oversees clinic billing activities and works collaboratively with fiscal department to ensure timely processing of payments.
- Oversees outreach efforts.

- Participates and oversees clinician's mandated levels of service.
- Participates and takes a leadership role in the utilization review committee meeting, interdisciplinary team's weekly clinical case conferences and 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 agency training/in-service programs.
- Reports weekly and as needed to Deputy Executive Director
- Carries a small clinical caseload
- Represents the program in state and local committee meetings
- Performs other duties as assigned by Deputy Executive Director.

QUALIFICATIONS

1. Master's Degree from an accredited School of Social Work or Mental Health Counseling Program.
2. Licensed by the State of NY
3. Strong clinical/diagnostic skills.
4. Strong writing/record keeping skills
5. Excellent organizational skills
6. Ability and willingness to travel to client's home, school, etc., when necessary to negotiate any steps and barriers to client's treatment.
7. Bilingual in Spanish and English preferred
8. Understanding and appreciation of the roles of race, religion, ethnicity, sexual preference, and individual values as they relate to servicing clients and families.
9. Willingness to work in-person in an office setting.

SALARY:

Salary based on experience and qualifications. \$80,000 to \$95,000 annually based on credentials and experience. Excellent benefit package, ample vacation, holidays, and sick days.

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