



Delaware-Morrow Mental Health & Recovery Services Board

Supporting Wellness. Building Hope. Transforming Lives.

POSITION DESCRIPTION

JOB TITLE:	Community Special Services Director	FLSA STATUS:	Exempt - Administrative
REPORTS TO:	Associate Director	CIVIL SERVICE	Unclassified - 124.11(A)18
EMPLOYMENT STATUS:	Full-time	PAY RANGE:	3

DISTINGUISHING JOB CHARACTERISTICS

Monitors programs and services provided for individuals with severe mental health conditions and/or addiction, including those involved with the criminal justice system. Serves as community liaison to assure quality, cost effectiveness, and continuity of care for behavioral health services. Provides system and community training regarding mental health and addiction and available programs and services.

Serves in the unclassified civil service at the pleasure of the Board of Directors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Each employee is expected to perform each essential duty and responsibility and other assigned duties to job performance standards. Reasonable accommodations are made as needed to enable an otherwise qualified employee with an ADA disability to perform job duties, but in so far as the accommodation does not create an undue hardship on the Delaware-Morrow Mental Health & Recovery Services Board.

Programs and Services

Plans, coordinates and/or provides trainings to agencies, partners and community residents pertaining to mental health and substance abuse issues, services and recovery. Provides leadership, coordination and training for the Crisis Intervention Team.

Provides guidance to contract agencies, as needed, for linking individuals to appropriate treatment based on level of need.

Monitors and approves specialized services funding used for adults with inadequate resources and in need of placement at a higher level of care, such as residential facilities, ACFs and group homes. Makes reports regarding such utilization to the Board.

Monitors utilization of state hospital bed days and Board-funded private psychiatric hospitalizations. Assists with resolving disputes involving psychiatric hospital admissions or discharges.

Develops and maintains timely agreements with State and private hospitals and other organizations as necessary to assure continuity of care.

Works with Courts, State and private hospitals, and community agencies related to involuntary commitments.

Maintains current working knowledge of local community-based services, including out-of-county services and alternatives to hospitalization.

Oversees agencies who provide forensic monitoring of individuals on conditional release. Provides guidance to courts and providers regarding forensic status of clients.

Board Liaison and Representative

Serves as Board liaison with the Emergency Services Program for training and consultation, and to assure quality and appropriateness of services by Health Officers.

Serves as Board representative on various local and State organizations related to addressing mental health and addiction issues and its provision of services. Participates on various State, local and Board committees. Assists the Associate Director in Disaster Behavioral Health Coordination for Delaware and Morrow Counties. Participates in County Committees and activities related to emergency preparedness.

Provides guidance and support as Board liaison to Safe Harbor Peer Support agencies and their consumers.

Records Reports and Documentation

Maintains documentation of authorizations for expenditures and other relevant information.

Duties Required of All Board Employees

Maintains confidentiality of HIPAA and other confidential and sensitive information. Ensures compliance with public records law and process.

Performs job responsibilities in accordance with the agency's policy, procedure and protocol, and applicable laws and regulations. Maintains the highest level of integrity and professionalism in all aspects of job performance.

Displays teamwork and cooperation when working with management and other coworkers.

Works effectively and courteously with contract agency representatives, Board visitors, general public and other job contacts.

Displays appropriate social and ethical behavior as representative of the agency.

Attends trainings and professional development activities to remain up-to-date on issues relative to job duties and responsibilities.

Works assigned schedule, exhibits regular and punctual attendance, and works overtime as necessary to meet workload demands.

OTHER DUTIES AND RESPONSIBILITIES

Serves as a backup to the Client Rights Officer for ensuring the rights of clients in accordance with Client Rights requirements. Assists Client Rights Officer in resolving client complaints and problem-solving client issues.

Performs all other duties as assigned by supervisor or Executive Director.

SCOPE OF SUPERVISION

None.

CONFIDENTIAL INFORMATION

Private protected health information of persons served by contract agencies in accordance with HIPAA requirements. Employee is authorized to access and use protected health information only for the purpose of proper program operation and administration. Any other use of protected health information is prohibited. The employee assigned to this position is also prohibited from disclosing any protected health information to any outside party without the written authorization of the privacy official and is required to participate in HIPAA training and to review and acknowledge understanding of the HIPAA law.

WORKING CONDITIONS

Normal office working conditions when working in the Board office. Exposure to conditions within contract agencies and to traffic and weather conditions when traveling and working on-site.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by employees performing this job's essential duties and responsibilities. These physical demands are not mandated job qualification standards but are illustrated to provide guidance for identifying a reasonable accommodation that may be needed by an otherwise qualified employee or job applicant with an ADA disability to perform this job's essential job duties.

While performing the duties of this job, the employee commonly talks, hears and sits for extended periods of time when meeting with contract representatives, employees and others, and when performing other responsibilities. Vision demands include close, relatively detailed vision, with the ability to adjust focus to computer screens and written material for various periods of time. Regularly exhibits manual dexterity when entering data into the computer and preparing reports.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: community mental health and addiction recovery services; public behavioral health regulatory requirements; program evaluation processes; Ohio mental health and substance abuse laws and regulations; HIPAA law and regulations, including security rules and standards; client rights and complaint resolution processes; forensic population and commitment processes.

Ability to: organize work projects and manage multiple projects and programs; establish work priorities; develop and maintain effective working relationships with job contacts; exhibit sensitivity and understanding to mental health and addiction issues; maintain confidentiality of confidential and sensitive subject matter; exhibit flexibility in work schedule and job assignments; maintain current working knowledge of changing mental health field; interpret and apply HIPAA standards to practical situations; demonstrate regular and predictable attendance and punctuality.

Skill in: verbal and written communications; operation of computer; application of Microsoft Office software programs; word processing; preparing reports; operation of general office equipment.

ENTRY-LEVEL QUALIFICATIONS

The following illustrates an example of the level of education, training and/or experience that a job applicant may have to be qualified for this job. This is a general benchmark and is not considered an absolute required qualification. Rather, any combination and level education, training or experience may qualify an applicant, provided the applicant successively demonstrates the ability to proficiently perform job duties and knowledge, skills and abilities.

Master’s Degree in clinical mental health or addiction counseling or closely related field and five years professional counseling experience with an alcohol, mental health, or drug addiction services agency. Leadership and administrative work experience a plus.

CONDITIONAL EMPLOYMENT TERMS

As a condition of initial employment, a conditionally hired employee:

- must pass a post-offer drug test and is required to remain substance abuse free, including submitting to alcohol and drug testing as specified by Board policy throughout the course of employment.
- must submit to and receive an acceptable criminal background check as a condition of initial and employment.
- is required to document his or her identity and employment eligibility within 3 days of original appointment in compliance with Immigration Reform & Control Act requirements.
- Willingness and ability to work in a non-smoking office environment.

LICENSE OR CERTIFICATION REQUIREMENTS

Independent License (LPCC or LISW) preferred. Possession of a valid State Motor Vehicle Operator’s License.

This position description offers guidance regarding the duties, responsibilities and requirements typical to this position. However, it does not include all job duties that may be required. Therefore, an employee assigned to this job is required to proficiently perform all job duties that may be assigned by the employee’s supervisor or Executive Director, regardless whether the duty has been listed in this position description.

MANAGEMENT APPROVAL

_____ /_____/_____
 Executive Director Date

EMPLOYEE UNDERSTANDING

By signing below, I acknowledge that I have read and understand my duties and responsibilities as illustrated in this position description. I understand that the duties and other information contained in this description are illustrative only, and that I am required to perform, to expected job standards, any related job duty that may be assigned to me.

_____ /_____/_____
 Employee Date

