MayView Community Health Center, INC.
270 Grant Avenue, Palo Alto, Ca 94306

Position:	Behavioral Health Director (BHD)
Reports To:	Medical Director
Supervises:	All behavioral program staff of MayView (existing and new)
Classification:	Full Time, Regular, Exempt

Organization:
MCHC has a long history of providing quality primary health care services to low-income populations in Northern Santa Clara County. All staff is expected to support the mission of the organization. MayView is implementing Behavioral Health program beginning FY 2012.

Summary: The Behavioral Health Director (BHD), in addition to providing services at .6FTE will be responsible for directing day-to-day operations of the assigned program and implementing programmatic and administrative policies and procedures in order to attain program goals and objectives. The BHD is also responsible for making programmatic as well as administrative recommendations to the Medical Director/CEO/Board in accordance with the agency/program goals and objectives. The BHD serves as primary liaison between MayView and other agencies of the mental health continuum (e.g., hospitals, the county mental health department, community case management facilities, adult care homes, etc.). BHD will supervise the mental health staff of the program. The BHD will also ensure the program is compliant with licensing regulations. The BHD will prepare reports and provide input as it relates to the programs goals and objectives.

Primary Responsibilities:

Management of the BH program .4FTE:

1. Shall be responsible for the integration of all programs within Behavioral Health as well as coordination of care with the PCP and shall conduct performance appraisals, conduct regular staff meetings and foster a trusting and professional environment.
2. Shall be responsible for the day to day implementation, administration and oversight of the BH program of MayView including all partnership programs related to BH with other organizations.
3. BHD will supervise all BH staff and provide training and mentoring on a regular basis and as scheduled. Take the lead in the performance review of the BH staff.
4. Shall participate in the review of grant applications to determine suitability and financial sustainability and assist the CEO in grant writing for BH programs.
5. BHD will be responsible for all reporting requirements for the BH program and will provide the reports as required by the CEO, MayView Board, and partners.
6. The BHD will coordinate and work closely with County agencies such as Child Protective Services, Mental Health, Behavioral Health, Domestic Violence, and Law Enforcement, to provide information concerning available services; and, will reassess the MayView plan to ensure that the program is making progress towards achieving the goals of the plan on time.
7. Shall interpret rules and regulations and policies for MayView and the clients pertaining to BH services;
8. Annually conduct a strategic review and evaluation of the BH program for feedback, improvement and recommend revised goals and/or objectives, if any.
9. Shall provide community outreach and classes.
10. Shall attend meetings, in-services and other training courses designated to further understanding of BH services for MayView.

Services .6FTE:

1. Shall be assigned to manage a reasonable active caseload of BH clients to provide timely & appropriate assessment, diagnosis, treatment planning & treatment intervention of members.
2. Appropriate selection of treatment modality to member's presenting problem and demonstrates expertise in a variety of treatment methodologies.
3. Conduct initial interview with Members by eliciting & interpreting the psychological & social meaning of complaints and determines urgency of member's need.
4. Provides treatment to adults, adolescents, & children and shall make necessary home visits to carry out casework assignments, if needed.
5. Provides clinical consultation in an integrated health care environment regarding family interactions, socio-cultural determinants & community resources
6. Consult and coordinate care with PCP and/or Psychiatrist on individual patients who do not improve and participate in clinical decision-making for stepped-up care and referral.
7. Shall refer clients to other staff members, as necessary; diagnose special client problems, develop and follow through on special client treatment plans and shall supervise and sign-off on case plans as needed; will be contact person for referrals from MayView.
8. Develop and maintain case records and documentation.
9. Prepares reports, intakes, treatment plans, and case summaries and maintains ongoing confidential records.

General Responsibilities:

1. Support mission of MayView Community Health Center.
2. Adhere to all MayView Community Health Center Policies and Procedures.
3. Value discretion, respect patient's right to privacy.
4. Attend Staff and Team meetings including Board meetings.
5. Attend in-services when requested.
6. Perform other duties as assigned.

Qualifications and experiences required:

1. Master's degree in Social Work/ behavioral science required from an accredited college or university.
2. Valid Licensed Clinical Social Worker license in the State of California which requires:
    a. MSW from an accredited college or university
    b. Register with the BBS as an Associate Clinical Social Worker (ASW)
    c. Gain your supervised post-masters work experience
    d. Complete any required additional coursework
    e. Apply for LCSW Examination Eligibility
    f. Pass the LCSW Standard Written Examination
    g. Pass the LCSW Written Clinical Vignette Examination
    h. Have official clinical social worker license
3. <u>Must be bilingual in Spanish and English.</u>
4. Must have a National Provider Identifier (NPI), or obtain an NPI, prior to employment start date.
5. Previous clinical responsibility to include crisis intervention, individual and group therapy.
6. Excellent interpersonal and communication skills and demonstrated ability to effectively and sensitively provide care to people from different cultural groups.
7. Knowledge of social service agencies, state regulations, and professional board standards as is related to client treatment, patient rights, and client/patient confidentiality.

8. Must demonstrate the ability to respond calmly and appropriately in emotional and stressful situations. Must demonstrate skills in mediation and negotiation and must have ability to listen and communicate in a positive manner.
9. Must be proficient in word processing and computer usage experience and must have the ability to communicate effectively in both oral and written form.
10. Must successfully pass a pre-employment drug and alcohol screening test.
11. Have the ability to work effectively with low income people from culturally diverse environments.
12. Have the ability to establish and maintain harmonious working relationships with other employees/PCP and MayView partners.
13. Strong English speaking and writing skills.
14. Proof of auto insurance and valid driver's license required.

EXPERIENCE:
Have worked at the management level, including supervision of staff, for at least two years and at least five years experience in working with behavioral health clients providing direct assessment, diagnosis formulation, treatment planning, treatment intervention & education to members and/or family members.

WORKING CONDITIONS:

Will be working in a fast paced non-profit community health clinic environment. Will need to be able to walk, stoop, bend, lift and carry up to 25 lbs. without aid. Will do extensive work on the computer and the telephone in communicating with staff and clients responding to inquiries, etc. Normal working hours will be from 8:00 am to 5:00 pm although hours, including weekends, may vary depending upon need. Will need to work independently and meet deadlines while also being an effective team member and collaborating with the agency-wide management team. A detailed background check will be done for this position.

Salary: Based on experience and qualifications.

Note: Position is available when funding authorization is complete.