



**Position: Director of Tu Casa**

**POSITION SUMMARY**

Under the direction of the Chief Behavioral Health Officer (CBHO), the Director supervises therapists, counselors, and ancillary clinical teams including outside consultants who work in support of the HMS crisis services programs.

Duties include administrative and clinical oversight and support of clinical crisis services providers. Responsible for peer reviews as part of the quality improvement process, assignment of caseloads and groups, implementation of clinical programming and protocols as developed in collaboration with providers of clinical supervision and the behavioral health leadership team.

The Director will ensure excellence in service delivery, compliance, and the development of a professional culture sensitive to needs of the community in alliance with the HMS Mission, Vision and Values.

**POSITION RESPONSIBILITIES**

- Responsible for the oversight of Outpatient Substance Misuse services, the Crisis Triage Center, Mobile Crisis Response, and the Residential 14-Day Crisis Stabilization Unit.
- Plan, organize and perform assignments pertaining to program development, implementation and oversight; develop program policies and procedures relevant to client treatment services, including but not limited to admission and discharge procedures throughout levels of care, use of treatment modalities and models of care, and the integration of care across disciplines.
- Responsible for oversight of agency compliance with all relevant policies, procedures, rules, regulations, and guidelines governing client service delivery, confidentiality, and ethics.
- Oversee clinical operations in the HMS crisis services programs and ensure high quality of client care including program development that focuses on the principles of recovery and resiliency, evidence-based and promising practices, integration, and community/culturally defined standards.
- Work closely with the interdisciplinary teams to maximize quality of care and clinical staff productivity. Plan and prepare work schedules and payroll for all clinical staff.
- Maintain a current working knowledge of behavioral health related state and federal regulations to include licensing certification standards put forth by the Department of Health (DOH), Behavioral Health Services Division (BHSD) and Children, Youth and Families Department (CYFD) standards, as well as other governing/accreditation bodies and as mandated by HMS leadership.
- Review client files and programmatic systems for Quality Assurance and Quality Improvement within a designated timeframe as defined by licensing, certification and best practice standards.
- Coordinate and/or provide all training activities for Clinical Staff. Prepare and maintain an annual agency training calendar.

- Conduct clinical supervision and weekly case consultation sessions with clinical staff in programs throughout the agency as needed; report any irregularities or areas of concern to the CBHO.
- Completes or supervises intake assessments for services.
- Provide or ensure after hours clinical on-call services provided by contract are supported.
- Advise the behavioral health leadership team on status of programs; consult with leadership on policy and problem matters.
- Make programmatic recommendations to the CBHO. Assist with long range and immediate program planning and resource coordination.
- Keep abreast of current information on co-occurring mental health and substance use disorder treatment approaches.
- Attend seminars and workshops as necessary and as the budget allows to ensure compliance and fidelity with new and existing evidence-based modalities and treatment approaches utilized by HMS.
- Provide coordination, availability and full participation in all aspects of any programmatic review, survey, site visits and/or evaluations.
- Understand and maintain HIPAA and 42CFR Part 2 confidentiality standards relative to - HMS.
- Perform and/or coordinate other special assignments and tasks, as required, by the CBHO.
- Work closely with Clinical Supervisors of all programs/services to develop individual supervision plans for direct care providers. Plans are developed to maximize quality of care, staff productivity and a balanced medically integrated approach.
- Conduct 90-day and annual performance evaluations of all supervisees; oversee performance evaluations.
- Provide oversight and management of staff caseloads and clinical capacity of all services.
- Maintain records of supervision (group and individual) and report monthly to CBHO.
- Monitor stability and progress of patients in treatment and assist in developing the professional skills of the department.
- Provide ongoing, documented clinical direction to the agency staff through coaching, mentoring and strengths-based supervision.
- Ensure that electronic medical records are recorded and conducted in compliance with all ethical and legal standards.
- Work with CBHO to address performance concerns of clinical staff.
- Develop and maintain a system of staff communication that ensures access and open dialogue; provide consultation, education and training to clients and staff when requested and as needed.
- Performs other duties as assigned.

### **Minimum Qualifications**

- Graduate of an accredited counseling related Graduate Degree program (Counseling or Clinical Psychology; School Counseling; Social Work; Marriage and Family Therapy, etc.), Advanced Nurse Practitioner Program, Masters in Business (MBA) or Public Health (MPH).
- Must have and maintain Independent Licensure such as LPCC, LISW, LMFT, PhD., PsyD, NP as applicable.
- Demonstrated interest in rural and community health
- Commitment to the highest ethical standards of the profession

- Must be computer literate in order to effectively maintain compliance with licensing and certification standards and requirements for use of computerized client assessments, data systems, etc.
- Must have and maintain current, valid NM Driver's License. Must also have and maintain clean driving record, as well as auto insurance.
- Must have one-year supervisory experience.

**Preferred Qualifications**

1. Experience working in a Federally Qualified Health Center
2. Fluency, both verbal and written, in both English and Spanish.
3. Familiarity with the array of health and social service providers in the HMS Service Area.

**TO APPLY**

Completed HMS Employment Application may be emailed to [jobs@hmsnm.org](mailto:jobs@hmsnm.org) or dropped off or mailed to:

1105 N. Pope Street, Suite C, Silver City, NM 88061

Or

530 DeMoss Street, Lordsburg, NM 88045

For more information call 575-247-6036