

POSITION DESCRIPTION**DIRECTOR III**

Wellness Recovery Center
Center for Emergency Services and Short Term Stabilization
Region Ten Community Services Board

CLASSIFICATION TITLE: Director III

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA exempt position in which the incumbent is responsible for the supervision of a 16 bed residential Regional Wellness Center that provides 24-hour Crisis Stabilization services for individuals who are voluntary or who are under a Temporary Detention Order (TDO). In this capacity, he/she has the responsibility for the daily operations of a supervised, intensive residential Crisis Stabilization program to include planning and coordinating programming, providing a secure and safe environment for those under temporary detention, coordination of court hearings within the facility, the hiring and training of staff, insuring compliance with all licensure and regulatory standards and facility management.

The incumbent reports to the Senior Director for Region Ten's Center for Emergency Services and Short Term Stabilization. In carrying out position duties, he/she performs in accordance with applicable professional ethics and established Region Ten policies. The incumbent is expected to function with initiative as well as utilize independent judgment.

The HIPAA access level for this position is Level one

The essential functions of this job are starred below (*) under "Major Duties."

MAJOR DUTIES:

1. * Management and oversight of contracted 24hr. onsite security staff.
2. * Management and oversight of contracted psychiatric services.
3. * Provides a safe and secure environment for individuals under court detention order.
4. * Assures timely coordination of court proceedings within the 72-hour time temporary commitment time frame.
5. * Collaborates with Emergency Services to divert individuals under TDO from admission to state hospitals to the WRC TDO unit.
6. *Supports those we serve on their journey of recovery and self-determination ensuring that all persons served are treated with respect and dignity. Creates an environment that is conducive to building on a person's strengths to assist them in reaching their goals and their highest quality of life.
7. *Provides ongoing assessments and monitoring of the resident's clinical status, medical/health status, including medication monitoring, delivery, and education concerning risks and side effects.
8. *Provides programmatic leadership to all staff, recruiting, hiring, scheduling, supervising, and evaluating their performance. Provides special and ongoing training to all staff in all issues relevant to the clinical care, recovery and medical management of residents.
9. *Coordinates services with outside resources, ensuring that the resident's case management needs are met while they are receiving services, identifying client needs across a full range of service areas: financial, medical, vocational, clinical, legal, recreational.
10. *Assures program compliance with State Evaluation and licensure standards, monitoring daily operations, ensures comprehensive person-centered service plans.
11. *Manages the facility by initiating and coordinating services/repairs to maintain the facility in a safe and attractive manner to meet welfare, fire and building codes Modifies environments and materials to meet physical disability needs of residents.
12. *Responsible for the development of the annual budget and Program goals and ongoing monitoring and modification throughout the year.
13. *Develops and revises policies and procedures for daily operations to reflect current practices and to meet current standards.
14. *Acquires and maintains valid certification in First Aid, CPR, Medication administration, and behavior intervention according to agency policy in order to ensure the safe and efficient operation of the residence and to comply with state/federal residential staffing requirements.
15. Coordinates as required liaison services to local and state psychiatric hospitals and participating CSBs.
16. Reads all agency communication
17. Other duties as assigned by the Senior Director, Emergency Services and Short Term Stabilization.
18. Teach various ongoing trainings which are required for their staff.
19. Provide a conduit for agency information to be communicated to all staff that is supervised
20. Promotes the agency's mission, values, and strategic plan, and motivates staff toward positive participation in agency endeavors.
21. Provides leadership to team and to agency staff by actively and positively engaging in planning, development, and implementation of agency goals.
22. Attend all training updates on the electronic health record. Serve as the conduit of information and ensure education and updating of all of your staff on the electronic health record, data accuracy, and quality documentation.

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QUALIFICATIONS:

All candidates must possess and maintain appropriate certification or licensure. Master's degree in a related human services field required. All candidates must hold a related license (e.g., LPC, LCSW, RN, Psychologist, Psychiatry). A minimum of five years' experience managing an acute/crisis stabilization program is preferred. To ensure the safe and efficient operation of the program, a valid Virginia Driver's License plus an acceptable driving record as issued by the Department of Motor Vehicles are required. For business use of a personal car, a certificate of valid personal automobile insurance must be provided. In addition, the incumbent must be able to possess the following knowledge, skills and abilities:

Knowledge of: characteristics and service needs of persons with Developmental Disabilities, Mental Health, and Substance Use Disorders; diagnostic and treatment issues related with evaluations, medications, medical conditions, mental health and substance use disorders; crisis recognition and prevention techniques, including non-violent behavior interventions; psychiatric emergencies; voluntary and involuntary commitment procedures; safety planning, substance abuse emergencies; supervision techniques and principles and practices of team development and management; resources available in the Region Ten area; side effects of psychotropic medications; universal precautions for contagious diseases; rules and regulations for the licensure of outpatient facilities; DBHDS client service management guidelines; state standards; local policies and procedures; financial management and accounting principles and procedures.

Skills in: behavioral health needs assessment, case management evaluations, rehabilitation planning, evaluation of consumer progress; medical and health monitoring for medication effects or general medical conditions; managing medical emergencies; behavioral health services including individual and group counseling; crisis management; assisting families to become part of treatment team; organizing records; service delivery; staffing patterns and supervising staff; quick, concise decision making; utilizing resources in area and the state; prescreening; working with the legal system; coordinating services with clinical, day support, vocational and other agency services; creating and managing financial records system.

Abilities to: carry out established policies and procedures and maintain program compliance with rules and regulations for the licensure; organize a complex and comprehensive array of integrated services for each consumer and the overall program; organize and manage complex recordkeeping program; work effectively and through a large staff to meet program goals (i.e., to translate policies/procedures/standards into daily practices; model professional attitudes and behaviors and develop staff so that they can perform their functions); quickly assess and react to consumer and program emergencies; direct and lead day-to-day operations of a 24-hour program; allocate resources appropriately and within budget; work flexibly and effectively with any agency, system, or person needed to perform duties; exercise initiative and sound judgment in carrying out duties; motivate staff; make independent decisions; work under stress; problem solve; work on several tasks simultaneously; respond quickly to crisis situations.

MANAGER PERFORMANCE EVALUATION STANDARDS:

This position is evaluated according to the Manager Performance Evaluation Standards.

POSITION LOCATION: Region Ten Community Services Board
504 Old Lynchburg Road
Charlottesville, VA 22903

POSITION ORGANIZATION CHART

Senior Director
|
Director III

GRADE: 15

SCHEDULE: 40 hours weekly; schedule will vary according to coverage needs.

Position Description Updated: April 27, 2018

I have reviewed this job description and acknowledge the duties as well as the KSA (knowledge, skills, abilities) included in this description. I also understand the performance standards as they apply to this position.

Signature

Name Printed

Date