

**Job Summary:**

The job of Director, Behavioral Health Program was established for the purpose/s of planning, organizing and directing the Behavioral Health Program; supervising staff in providing services to Tulare County children and families; coordinating services with Tulare County Health and Human Services (HHS); and providing direction and assistance to Behavioral Health personnel.

**Essential Functions:**

- ▶ Coordinates activities and the operation of the Behavioral Health Program for the purpose of ensuring that children and families receive appropriate services.
- ▶ Develops/Coordinates/Conducts comprehensive staff development programs for the purpose of providing professional development and training for Behavioral Health and other agencies' staff members.
- ▶ Develops/Implements goals, objectives and procedures of the Behavioral Health Program for the purpose of providing appropriate services to children.
- ▶ Develops/Implements program proposals and contracts with local school districts, and other agencies for the purpose of providing appropriate services to children.
- ▶ Interprets/Monitors/Implements rules, regulations and laws affecting the Behavioral Health Program for the purpose of ensuring program compliance with federal and state regulations, and Tulare County Office of Education (TCOE) policies and procedures.
- ▶ Provides instructional leadership for the purpose of developing mental health treatment behavioral intervention plans and supporting children, families and staff with an emphasis on measurable achievement of program goals.
- ▶ Supervises/Evaluates staff for the purpose of scheduling work assignments, monitoring employee performance and providing feedback, training and support.

**Skills, Knowledge and/or Abilities Required:**

▶ **Skills to:**

- plan, coordinate and direct programs;
- analyze problems, identify solutions and project consequences and propose actions;
- communicate effectively, orally, and in writing;
- gain cooperation through discussion and persuasion;
- develop and implement effective Behavioral Health program interventions;
- communicate effectively with a broad spectrum of constituents (parents, Regional Center staff, mental health professionals, medical professionals, school district staff and TCOE staff);
- manage complex budget, personnel scheduling and a billing system;
- develop and implement staff training for skill development;

▶ **Knowledge of:**

- principles and practices of Applied Behavior Analysis;
- principles and practices of organization, administration and personnel management;
- research methodologies applicable to the analysis of programs and policies;
- treatment methodologies applicable to severe emotional and behavioral problems;
- budgetary management and fiscal responsibility;
- contract and program development with public and non-public agencies;

▶ **Ability to:**

- prepare and analyze reports;
- collect, interpret and evaluate data;
- interpret and apply policies, procedures, rules and regulations;
- establish and maintain effective working relationships with those contacted in the course of work;
- meet deadlines;
- develop contracts and program guidelines;
- monitor budget and maintain fiscal guidelines.

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing a department; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and some fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations and in some hazardous conditions.

**Experience Required:**

- ▶ Job-related experience within specialized field with increasing levels of responsibility is required.
- ▶ Experience supervising mental health professionals providing direct services to children with severe emotional and behavioral problems.
- ▶ Experience implementing contract services for Health and Human Services.

**Education Required:**

- ▶ Master's degree in job-related area required.
- ▶ Doctoral degree in job-related area preferred.

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Board of Behavioral Sciences Licensure or Board of Psychology.
- ▶ Department of Justice and FBI Fingerprint Response.

**FLSA Status:** Exempt

April 2014

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.