

Job Summary:

The job of Assistant Director, Behavioral Health Services, was established for the purpose of assisting the Director with leading, planning, organizing, and administering programs targeting mental health and wellness for children and families. The incumbent will be responsible for overseeing a combination of functions such as compliance, clinical care, consultation, training and professional development, personnel, and human resources, as well as direct and indirect supervision and support of select Behavioral Health Services staff.

Essential Job Functions:

- Assists in providing direction and managing assigned areas of the Behavioral Health Services program for the purpose of increasing the effectiveness of the program and developing the capacity of staff.
- Provides leadership in a changing environment and models leadership traits for the purpose of positively addressing program challenges.
- Supervise, evaluate, counsel, motivate, and empower multiple levels of staff for the purpose of advancing the quality of skill and service, building capacity and succession planning.
- Cultivate and maintain positive relations with Tulare County Office of Education (TCOE), federal, state, county, and community agencies, department heads and all other stakeholders for the purpose of providing complete and comprehensive service delivery.
- Analyze organizational and budget challenges, develop viable solutions and alternatives and present and defend recommendations patterns to maximize resources and the delivery of services.
- Attends and conducts staff meetings for the purpose of implementing, monitoring, and maintaining program goals.
- Develops, implements, interprets, and assesses policies, procedures, current and long-range objectives, and plans subject to approval by the Director for the purpose of staying in compliance with current laws, policies and procedures, and emerging best practices.
- Provides continuous program evaluation and participates in quality assurance and improvement processes with a focus of strengthening service delivery by targeting areas in need of improvement, while also recognizing and reinforcing areas of strength.
- Assists with monitoring the implementation of contracts, agreements, and memorandums of understanding to ensure compliance, as well as meaningful and effective service delivery.
- Identifies, plans, organizes, and assists with the development of grant proposals for the purpose of securing resources to support mental health and wellness programming and initiatives.
- Prepares reports for the purpose of demonstrating compliance with county, state, and federal law and to communicate the effectiveness of the program.
- Effectively represents the organization with the community, the public and the Tulare County Office of Education for the purpose of providing information, communicating the effectiveness of the program.
- Stays abreast of current trends and best practices, anticipates, and identifies future needs, and develops innovative approaches to address those needs.
- Travels from site to site and/or performs necessary home visits for the purpose of supporting Behavioral Health Services team members in providing direct treatment, consultation, and collaboration for/with students and families, as well as outreach and training opportunities.
- Participates in other duties as assigned by the Behavioral Health Services Director for the purpose of assisting with program needs.

Skills, Knowledge and/or Abilities Required:

Skills to:

- plan, coordinate, promote, and direct programs.
- analyze highly significant and complex problems, develop solutions, and make effective decisions and recommendations.
- communicate effectively in different settings with diverse groups.
- write in a clear and concise manner.
- gain cooperation through discussion and persuasion.
- develop and implement effective Behavioral Health Services interventions.
- effectively utilize electronic health record system and reporting options.
- develop and implement staff training for skill development.

Knowledge of:

- federal, state, and county laws and regulations regarding the provision of mental health services.
- effective practices in Mental Health and 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.
- language and cultural competency.
- effective oral and written communication skills
- effective use of office equipment including computers and related software applications
- record keeping procedures related to consumer charts and of the Board of Behavioral Sciences licensing requirements
- understanding of psychopathology and traditional healing practices within the cultural context of the population served
- principles and practices of supervision
- techniques of leadership, motivation, and group facilitation

Ability to:

- build and maintain collaborative relationships.
- prepare and analyze reports.
- collect, interpret, analyze, and use data.
- interpret and apply policies, procedures, rules, and regulations.
- establish and maintain effective working relationships with diverse groups of people.
- meet deadlines.
- assist in the development of contracts and program guidelines.
- assist in monitoring budget and maintaining fiscal guidelines.
- travel with Tulare County, statewide, or nationwide.

Responsibilities include working under direct supervision using standardized procedures; providing information and /or advising others; and tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to 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 significant fine finger dexterity. Generally, the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations in a generally hazard free environment.

Experience Required:

- 5 years of post-license experience
- 2 years of administrative/ management experience
- Job-related experience within specialized field with increasing levels of responsibility is required.
- Experience implementing contract services for Health and Human Services.
- Bilingual – speak, read, and write Spanish preferred

Education Required:

- Master's degree in job-related area required (e.g., psychology, social work, marriage and family therapy, counseling).

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

- Certificate of Completion of coursework authorizing supervision of BBS Interns.
- Valid Driver's License and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Clearance.
- Licensed in the State of California by the Board of Behavioral Sciences or Board of Psychology.

FLSA Status: Exempt**July 2022**

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.