

AK Child & Family

Job Description

Associate Director of Community Programs

SUMMARY OF RESPONSIBILITIES*

The Associate Director of Community Programs (ADCP) has the primary responsibility for clinical programming and oversight of community base service delivery. The ADCP works collaboratively with the Director of Community Programs (DCP) to ensure that high quality, trauma informed, effective treatment programs are provided in all Community Program services in a fiscally responsible manner and that desirable outcomes are attained.

The ADCP is responsible for the Activity Therapy (AT) Department and the Case Management Department, along with oversight of Clinical service delivery. The ADCP also works in conjunction with the DCP, in the development, implementation and evaluation of ongoing training for CP staff. The ADCP is responsible, together with the DCP for immediate clinical oversight of direct care services and participates in providing on-call support. The ADCP in collaboration with the DCP assists in determining eligibility for all CP referrals.

The ADCP participates in agency committees and work groups as necessary to support the continual improvement of CP and the agency as a whole. The ADCP works as assigned with DCP to develop and oversee the policies governing community program services, ensuring that these policies and procedures, as well as all practices, are consistent with state licensing, grantee requirements, foster treatment home regulations and The Joint Commission standards. The ADCP participates in performance improvement activities and with the DCP develops measures to improve and monitor quality of care issues identified by these activities.

The ADCP assumes the leadership role and responsibilities of the DCP in his/her absence and assists as needed, the DCP in state grant writing and reporting as well as annual budget preparation.

The ADCP is expected to represent AK Child & Family and CP in the larger community, consulting with other agencies and programs, and acting as a liaison as necessary. All responsibilities of the ADCP are carried out in accordance with AK Child & Family policies and procedures, the AK Child & Family mission, and the philosophy of care.

*All positions at AK Child & Family may have responsibilities altered during the course of employment due to agency imperatives.

SUPERVISION AND COORDINATION OF SERVICES

The ADCP reports to the DCP. The ADCP collaborates with the DCP in coordinating program services and providing clinical and administrative supervision. The ADCP directly supervises the Clinical Case Management Supervisors, the Community Program Coordinators, and Clinical Therapists. The ADCP adheres to the ethics of the professional body of which s/he is licensed or will be licensed in. The ADCP collaborates and coordinates services with all staff via regularly scheduled staff meetings, clinical and administrative supervision and established committees and work groups. The ADCP actively participates in agency performance improvement activities.

QUALIFICATIONS

Knowledge, Skills and Abilities: The ADCP must demonstrate current knowledge of clinical supervision practice and leadership skills. The ADCP must demonstrate solid clinical understanding of child and

Job Description

Associate Director of Community Programs

adolescent development, psychopathology, and treatment modalities. Commitment to the implementation of current best practices in the field of child and adolescent behavioral health is critical, as is an understanding and commitment to the use of ongoing data collection to ensure continuous quality improvement of the program. S/he is expected to have experience working with emotionally and behaviorally disturbed children/adolescents and their families in a psychiatric care setting. Knowledge of psychiatric diagnosis and assessment, child/adolescent development, family systems therapy, physical/sexual abuse and perpetration, trauma, substance abuse, co-occurring disorders, traumatic brain injury, individual therapy, and group therapies is essential. Essential components of the position are demonstrated skills in the area of assessment, treatment planning, clinical supervision, knowledge of advocacy and case management processes, and intervention, strategic planning and implementation, employee supervision, job coaching and mentoring, professional development and performance management; excellent written, interpersonal and oral communication (English) skills; creativity/flexibility in delivery of services within program policies and procedures; strong organizational skills; and, the ability to function as a member of an interdisciplinary team. The ADCP must demonstrate an understanding and sensitivity to serving a culturally diverse population.

Education and experience: The ADCP must hold a Masters Degree in psychology, counseling, or social work from an accredited school. Two years of post-graduate experience working with emotionally disturbed children/adolescents and their families is preferred. Experience in providing individual, family and group therapy is required. Experience providing clinical and administrative supervision is preferred. Licensure is preferred. Knowledge of behavioral health care, child protection and juvenile justice systems is preferred. Basic computer skills (Microsoft Office) are required.

PHYSICAL DEMANDS

Physical demands of the ADCP include the ability to generate reports and successfully operate computer equipment, the ability to utilize his/her personal vehicle to attend to responsibilities on both work sites, and in the community. The ADCP must be able to respond in a timely manner to all on-call duties.

Job Description

Associate Director of Community Programs