

Position: Director of Mental Health Specialty Programs

POSITION SUMMARY

Under the supervision of the Chief Mental Health Officer, performs professional work in developing, planning, organizing, coordinating, and supervising all clinical client service activities within the Comprehensive Community Support Services (CCSS) program and the Psychosocial Rehabilitation (PSR) program, while providing administrative supervision to all CCSS staff and PSR staff, and ensuring clinical supervision to the same.

POSITION RESPONSIBILITIES

1. The Director of Mental Health Specialty Programs works under the direction of the Chief Mental Health Officer to plan, organize and ensure program development, consultation and planning as related to the clinical aspects of the CCSS and PSR programs.
2. Enforces policies, procedures, rules, regulations, guidelines and adherence to and compliance with client service delivery, confidentiality, and ethics, in harmony with the New Mexico Behavioral Health Provider Policy Manual, the most current New Mexico Administrative Code (NMAC), and HMS Policies and Procedures.
3. Oversees clinical and administrative operations ensuring high quality care that is trauma informed, culturally sensitive, evidence-based, and in exemplary compliance with all appropriate codes of ethics.
4. Plans, prepares, and approves work schedules for all CCSS and PSR staff.
5. Ensures staff completes all documentation according to applicable standards in a timely manner.
6. Completes performance reviews for CCSS and PSR staff.
7. Ensures, coordinates and/or provides all training activities for CCSS and PSR staff.
8. Prepares and maintains a department training calendar annually.
9. Ensures review of all client files for Quality Assurance and Quality Improvement.
10. Conducts Clinical Supervision and weekly case consultation sessions with CCSS and PSR staff, receiving input and making recommendations to staff, reporting on any irregularities to the Chief Mental Health Officer and the Chief Compliance Officer.
11. Supervises and reviews CCSS Functional Assessments, CCSS Service Plans, Crisis Safety Assessments, and any other applicable documents to ensure appropriate follow through on the findings.
12. Ensures regular availability and communication between care team members.
13. Oversees and reviews CCSS and PSR programming, quality of care, and productivity through coordination with the Chief Mental Health Officer.
14. Advises the Chief Mental Health Officer of program status, and policy matters.
15. Makes programmatic recommendations to the Chief Mental Health Officer.
16. Assists with long range and immediate program planning and resource coordination.
17. Carries a small caseload of therapy clients to ensure continued clinical practice.
18. Keeps abreast of current information on co-occurring Serious Mental Illness (SMI) or Serious Emotional Disturbance (SED) and Chronic Physical Health treatment approaches, including of Evidence Based and Promising Practices that could improve the quality of services provided to eligible patients.
19. Attends seminars and workshops as necessary to ensure compliance and fidelity with new and existing evidence based modalities and treatment approaches utilized by CCSS and PSR.
20. Provides coordination, availability and full participation in all aspects of any programmatic review, survey, audits, site visits and/or evaluations.
21. Understands and maintains HIPAA and 42CFR Part 2 confidentiality standards relative to Hidalgo Medical Services.
22. The delivery of quality services and positive interaction with all our customers, internal and external, is critical to the completion of all the tasks within this job description, and thus the employee is

responsible for establishing and maintaining interpersonal relationships with patients, visitors and HMS employees in a courteous, respectful and professional manner. Guidelines include all HMS policies and procedures and the guidelines and code of ethics of the appropriate professional association.

23. Performs and/or coordinates other special assignments and tasks, as required by the Chief Mental Health Officer.

Job Qualifications

Minimum staff qualifications

1. Must be a licensed independent practitioner (i.e. psychiatrist, psychologist, LISW, LPCC, LMFT), psychiatrically certified clinical nurse specialist or clinical nurse practitioner practicing under the scope of their NM Licensure
2. Have one year demonstrated supervisory experience; and
3. At least two years' experience providing clinical supervision.

Preferred staff qualifications

Fluency, both verbal and written, in both English and Spanish.

Experience working in an integrated patient centered medical home.

TO APPLY:

Completed HMS Employment Application may be emailed to jobs@hmsnm.org or

Dropped off or mailed:

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

or

530 De Moss Street, Lordsburg, NM 88045

For more information call 575-534-0788