

AK Child & Family

Job Description and Performance Appraisal

Director of Community Programs

Employee: _____

Date of Evaluation: _____

Review Period: _____

Next Review Date: _____

SUMMARY OF RESPONSIBILITIES*

The Director of Community Programs (DCP) is responsible for the overall supervision, oversight, and administration of community based programming -- home-based services, therapeutic foster care, and teen group home within the parameters established by the President and CEO, Board of Directors and applicable regulatory, accrediting, and statutory guidelines. The DCP ensures that high quality, effective treatment programs are provided in all areas and that desirable treatment outcomes are attained. The Director of Community Programs oversees and administers the community programs budget approved by the Board of Directors and ensures that programming is cost-effective and efficient. The DCP is responsible for selecting qualified staff in budgeted positions to meet program needs. The DCP develops and oversees policies in the area of community based programs and ensures that these policies and procedures, as well as all practices, are consistent with OCS state licensing, municipal regulations, DBH Grant, Medicaid, and The Joint Commission regulatory requirements. The Director of Community Programs serves as a member of the AK Child & Family Management Team and as such may be called to serve as a resource to the Board of Directors at the discretion of the President and CEO.

*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 Director of Community Programs supervises the Clinical Program Supervisor, Clinical Intern, Clinical Case Management Supervisors and Treatment Foster Care Supervisor. The Director of Community Programs is supervised by the Chief Clinical Officer.

QUALIFICATIONS

Knowledge, Skills and Abilities: The Director of Community Programs demonstrates supervision and leadership skills to successfully administer and direct programming. S/he has experience in grant writing, budget development and oversight, and clinical policy development. The Director of Community Programs demonstrates solid clinical understanding of child, adolescent, and family behavioral health and treatment modalities. S/he has a comprehensive understanding of community based treatment and is able to train and model these treatment concepts to act as a community liaison and effectively ensure the agency mission.

Education and experience: The Director of Community Programs is at least twenty-one years of age and holds a Master's or doctorate in psychology, social work, or a related field. S/he is licensed in the State of Alaska as a psychologist, psychological associate, social worker, licensed professional counselor, marriage and family therapist, or psychiatric nurse. The Director of Community Programs has at least five years experience in the provision of clinical services in the field of child/adolescent/family mental health, a substantial portion of which is in community-based services. The Director has demonstrated positive leadership and

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supervisory skills for at least three years in the field of mental health, preferably in child/adolescent/family mental health. S/he also has sufficient computer literacy to meet the required responsibilities of the position.

PHYSICAL DEMANDS

Physical Demands upon the Director of Community Programs include the ability to generate reports and successfully operate word processing and computer equipment, the ability to utilize their personal vehicle to attend to responsibilities on both campuses, attend meetings in person or via teleconference, and represent AK Child & Family in the community. They must also have the ability to communicate, both in writing and orally, within the agency and throughout the community.