# PLEASE POST JOB OPENING

***CUMBERLAND COUNTY GUIDANCE CENTER***

**JOB DESCRIPTION**

***JOB TITLE:*** *Assistant Director*

***DEPARTMENT:*** *Residence*

***RESPONSIBLE TO:*** *Director of Residence*

***GENERAL DUTIES:***

* *Assists in the overall management of the program including the day to day operations.*
* *Assists in meeting and carrying out program contract requirements, policy and procedures.*
* *Attend meetings at the hospitals.*
* *Assess and process referrals.*
* *Provides supervision of program staff and recommends discipline of employees as required.*
* *Assists in the oversight and monitoring of the Quality Improvement Plan within the program including but not limited to indicators, thresholds, outcome measures, goals, utilization of resources, engagement and client satisfaction.*
* *Assists in the hiring of staff for the program.*
* *Participates in program meetings.*
* *Participates in clinical case reviews and treatment planning.*
* *Assists in the development and implementation of staff clinical education and training.*
* *Management of a small client case load.*
* *Available on an on-call basis as needed.*
* *Participate in implementation and monitoring of safety and risk procedure.*
* *All other duties as assigned.*

***REQUIREMENTS:***

* *Master’s degree required from an accredited institution in a mental health related field.*
* *Two years supervisory experience preferred, one year of supervisory experience required with progressively greater amounts of responsibility demonstrated in the work setting.*
* *Residential experience is desirable.*
* *Good oral and written communication skills.*
* *Possesses computer skills for accomplishing job duties.*
* *Thorough knowledge of the mental health field with a commitment to community-based care and to the goals of the program.*
* *Familiar with IMR and recovery language.*
* *Willing to work a forty-hour flexible schedule with on call responsibilities.*
* *Valid driver’s license.*

***SALARY SCALE:*** *Commensurate with degree and experience*

*If interested, please contact Josephine White at 856-825-6810 ext. 279 or e-mail at* [*jwhite@ccgcnj.org*](mailto:jwhite@ccgcnj.org) *no later than March 18, 2019.*

***POSTED:*** *March 11, 2020*