***CUMBERLAND COUNTY GUIDANCE CENTER***

**JOB DESCRIPTION**

***JOB TITLE:*** Performance and Compliance Director

***DEPARTMENT:*** Administration

***RESPONSIBLE TO:*** Chief Operating Officer

***GENERAL DUTIES:***

* *Oversee compliance with policies, state standards, and regulations.*
* *Support program growth by collecting and evaluating meaningful data, identifying trends, and collaborating with management staff on the development and implementation of improvement plans/plans of corrections.*
* *Communicate trends, plans of corrections, and improvement outcomes to leadership.*
* *Monitor staff performance and productivity levels.*
* *Oversee incident reporting.*
* *Serve as the HIPAA officer for the agency.*
* *Complete and submit QCMR reports for programs.*
* *Implement risk management protocols.*
* *Monitor customer satisfaction.*
* *Review and revise policy and procedure manuals.*
* *Write reports and complete surveys regarding agency services.*
* *Develop and provide training to strengthen staff skill.*
* *Track and ensure compliance with staff training requirements.*
* *All other duties as assigned.*

***REQUIREMENTS:***

* *Master’s degree from an accredited institution in mental health related field.*
* *LSW/LCSW/LAC/LPC preferred.*
* *LCADC with experience providing co-occurring services preferred.*
* *Minimum of three years’ experience in program oversight.*
* *Strong clinical skills in solving clinical dilemmas.*
* *Ability to work collaboratively with an administrative team.*
* *Proficiency in computer programs, such as Excel, to support data collection.*
* *Good oral and written communication skills.*
* *Ability to work with diverse staff and multi-disciplinary teams.*
* *Ability to communicate in Spanish preferred.*
* *Valid NJ driver’s license.*
* *Willing to work a flexible forty-hour work week.*

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

*If interested, please contact Elizabeth Meenan no later than September 7, 2021 at 856-825-6810 ext. 292 or e-mail at* *emeenan@ccgcnj.org**.*

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