# PLEASE POST JOB OPENING

**CUMBERLAND COUNTY GUIDANCE CENTER**

**JOB DESCRIPTION**

**JOB TITLE:** Residential Program Director

**DEPARTMENT:** Residence

**RESPONSIBLE TO**: Clinical Director

**GENERAL DUTIES:**

* Maintain a full caseload.
* Ensure all DMHAS regulations, policies and procedures are met for the residential program.
* Collaborate with treatment teams and discharge coordinators of each referring hospital.
* Ensure timely admissions to the residential program.
* Meet billing requirements and inform the CCGC billing supervisor of issues that impact billing.
* Oversee clinical case reviews and treatment planning.
* Provide clinical education and training to residential staff.
* Implementation and monitoring of safety and risk procedure.
* Ensure supervision of program staff.
* 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 surveys.
* Facilitate residential meetings for each group home.
* Ensure graduation of consumers as appropriate.
* Available on an on-call basis as needed.
* Interview and recommend qualified residential candidates to the personnel committee.
* All other duties as assigned.

**REQUIREMENTS:**

* Master’s degree required from an accredited institution in a mental health related field, licensure preferred (LSW, LAC, LCSW, LPC).
* Two years supervisory experience preferred, one year of supervisory experience required with progressively greater amounts of responsibility demonstrated in the work setting.
* Residential experience preferred.
* Good oral and written communication skills.
* Familiar with Electronic Health Records.
* Proficient in implementation of Evidence Based services and person first 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, contact **Amandalynn Salzman** at [asalzman@ccgcnj.org](mailto:asalzman@ccgcnj.org) or 856-825-6810, ext. 295 no later than July 19, 2021

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