# JOB OPENING PLEASE POST

# *CUMBERLAND COUNTY GUIDANCE CENTER*

## JOB DESCRIPTION

### JOB DESCRIPTION: DIRECTOR of OUTPATIENT SERVICES

**GENERAL DUTIES:**

* *Management and oversight of all aspects of the clinical and administrative outpatient department.*
* *Hiring, supervision, evaluation and oversight for scheduling of clinical and clerical staff.*
* *Provision of administrative supervision to nursing staff and collaboration with Medical Director for oversight of providers.*
* *Oversight of Outpatient Department operations including monitoring program budget in conjunction with Recovery Administrator and Finance Department.*
* *Monitoring and provision of corrective interventions as needed to ensure optimal productivity levels.*
* *Monitoring timeliness of all clinical documentation to ensure adherence to agency and regulatory standards.*
* *Provision of Clinical Supervision for identified staff as needed.*
* *Oversight for compliance with agency policies, funder regulations and DMHAS standards.*
* *Oversight for maintenance of agency mission, values and achievement of department goals*
* *Participation in community mental health activities, including consultation and education.*
* *Participation in continuous quality improvement activities to improve mental health outcomes for consumers*
* *Management of caseload and provision of clinical services as needed.*
* *Participation in the development and revisions of program manual and policy development, staff training, program development and other administrative activities as assigned.*
* *All other assigned duties related to the position.*

#### RESPONSIBLE TO: *THE RECOVERY ADMINISTRATOR*

**REQUIREMENTS:**

* *Minimum of a Master’s degree in a mental health discipline from an accredited university*
* *A New Jersey LCSW, LPC, MFT license, or an LSW*
* *A minimum of two (2) years supervisory experience*
* *NJ SW supervision certificate preferred*
* *Experience in group, family and individual therapy*
* *Experience working with individuals living with Co occurring issues*
* *Valid automobile driver’s license with MVR which meets Agency standards*

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

*If interested, send your request to DJ Schrag, Recovery Administrator at* [*dschrag@ccgcnj.org*](mailto:dschrag@ccgcnj.org)

**POSTED:** *March 8, 2022*