



Position Description

Title: Intensive Outpatient Program/Partial Hospitalization (IOP/PHP) Director		
FLSA Class: Exempt	EEO Category: Professional	WC Class: 8861
Job Title #380003	Salary Grade:	Licensure:
Date Approved: January 17, 2018		
Revision Date:	Job Class: Home and Community Based	
Revision:	Grant Funded: No	

Purpose of Position

The Intensive Outpatient Program/Partial Hospital Director provides supervision of clinical and program staff and oversees programming and contract compliance.

The Director of IOP/PHP position provides the guidance, direction and monitoring to ensure achievement of targeted goals and outcomes, including full enrollment per budget capacity; compliance with Joint Commission and program contracts, and Great Circle procedures, standards, and policies. The position directly supervises the clinical, transportation, and nursing staff. The Director of PHP/IOP Services actively participates in the Great Circle leadership team and is responsible for achievement of the overall strategic plan goals, annual outcomes, quality indicators, and core competency performance standards for all PHP/IOP staff. This position reports to the Vice President of IOP/PHP.

Major Duties (*Essential Element)

- Provides leadership direction, program development and execution of all Intensive Outpatient programs (IOP) and Partial Hospitalization programs(PHP) within a designated geographical area*
- Ensures adherence to Missouri Statutes, and regulations, and Great Circle Policies and Procedures *
- Primary responsibility for developing and upholding the program budget. Ensures that program census and revenue expectations are met and that program expenses are kept within budgetary expectations. *
- Possesses strong communication skills and model proactive communication and transparency at all times.
- Ensures assigned PHP/IOP programming maintains high standards of performance and fidelity to established industry best practices and Great Circle Model of Care Principles, Works with agency leadership to review and update policies and treatment expectations

and needed. Monitors program outcomes, quality assurance, and develops improvement strategies.*

- Hires and supervises program managers and other staff. Coaches and develops staff and consistently demands higher performance and holds staff accountable.
- Ensures that all trainings expectations are met for PHP/IOP staff and that performance evaluations and disciplinary actions are completed in a timely, fair, and thorough manner
- Participates actively in the statewide leadership team. Provides needed support and guidance for other programs*
- Works collaboratively with Insurance department, Residential, HCBS, education, support staff, and other regional and statewide Great Circle groups to achieve annual goals, improve quality, and strengthen competencies across all regions
- Establishes and maintains excellent relationships with key stakeholders, community leaders, referral sources, clients, and customers
- Works with Program and maintenance staff to ensure that the physical plant is maintained in good condition at all times
- Perform other job-related duties as needed for the betterment of Great Circle

Working Conditions

Office or home environment. Computer work.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. This person must be able to see, hear, speak, walk, and sit. Must be able to use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl. Vision abilities required for this job include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

Responsible for managing the Residential Budget for location

Supervisory Responsibility

Supervisor of 4-6 people

Qualifications

- Strong customer service focus and excellent interpersonal skills
- Strong and demonstrated personal commitment to their professional development and growth
- Proven multi-project prioritization abilities
- Excellent reading, oral and written communication skills and understand English.
- Exceptional verbal, written, analytical, communication, and persuasive skills, and the ability to interact effectively with all levels of employees and management
- Proficient in Word, Excel and email applications

- Willingness to travel

Required Education and Experience

- Master's degree in Social Work, Psychology, Counseling, or related field
- A minimum of five years' experience working with children in a residential setting
- A minimum of four years previous supervisory experience
- Possess a current, valid driver's license and meet the Great Circle requirements for insurance

Preferred Education and Experience

- Missouri State Licensure (LCSW, LPC, etc.)
- Preferably two or more years of experience in an administrative position in a residential setting.
- Experience working in a Trauma Informed environment

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____

Employee signature: _____