



Join our dynamic team of professionals in Missouri's largest non-profit behavioral health care agency. Our footprint touches all regions of Missouri! Great Circle improves the lives of children and families during difficult circumstances, meeting them where they are in life.

We offer competitive pay, a total rewards package including health, dental, vision, short term disability, accident, and critical illness insurance. Our 401K program is accessible at hire, and

we have one of the best matching programs in our field, with 6% match after one year.

The Director of Admissions 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 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 staff. This position reports to the Senior Vice President of Residential Behavioral Health Services.

The Director of Admissions is accountable for managing and maintaining program census/enrollment at budgeted capacities.

Ensures Great Circle's policies, procedures, protocols, treatment planning are followed and implemented

Ensure paperwork and Credible documentation are timely and accurate.

Provides ongoing supervision and direction to all assigned supervisees.

Participates in Great Circle agency-wide leadership team, designated work groups to achieve strategic and annual goals, improve quality, and strengthen staff core competencies across all regions.

This position develops relationships with referral sources and community partners and works to build new referral source relationships

- The Director of Admissions ensures compliance with Joint Commission regulations, program contracts and grants, state regulations, licensing requirements and other accrediting entities.

Responsible for all residential client population and will coordinate with all other locations, as necessary, to assist in population management.

Oversees completion of evaluations for all referrals for possible admission/enrollment in various continuums of care program.

Works closely with all Great Circle departments and programs to maintain an accurate and comprehensive listing of all programs with complete descriptions and contact information

Determines the source and availability of funding and expedites matters pertaining to payment for services.

Request and negotiate funding for level increases and mentors for "special needs" children.

Complete monthly dashboard monitors regarding the number of referrals, admissions, transfers, and denials. This is to be submitted to the Joint Commission compliance coordinator.

Provide therapeutic services such as assessments, individual, and group therapy as assigned.

**Licensure, Education and Experience:**

Master's degree in Social Work, Psychology, Counseling, or related field.

License for professional practice as a Social Worker, Therapist, or Psychologist in the State of Missouri.

A minimum of four years previous supervisory experience.

Requires organizational, treatment, crisis management and public relations skills.

Ability to work as a member of a team is necessary

Ability to respond appropriately to cultural differences that exists among Great Circle's diverse client base

*Preferred:*

Board Certified Behavioral Analyst

Preferably some experience in residential treatment, child welfare, or behavioral health setting