



Position Description

Title: Director – Home and Community Based Services (H&CBS)		
FLSA Class: Exempt	EEO Category: First/Mid-Level Officials and Managers	WC Class: 8861
Job Title #10026012	Salary Grade:	Licensure: LPCS or LPSW
Date Approved: 8/18/2016		
Revision Date:	Revision:	

Purpose of Position

The Director of Community Services is responsible for the development, execution, and oversight of all community based clinical programs. The position provides guidance and monitoring to ensure achievement of targeted goals and outcomes; compliance with Joint Commission and program contracts; and, GREAT CIRCLE procedures, standards, and policies. The position directly supervises the Associate Director of Community Services. The Home and Community Service Director serves as a liaison with appropriate referral agencies and serves on the Leadership Team. This position reports directly to the CPO of Home and Community Based Services.

Major Duties (*Essential Element)

- Provides leadership direction to all the programs in Home and Community Services Department*
- The Director ensures compliance with Joint Commission regulations, program contracts, and grants, state regulations, licensing requirements and other accrediting entities. *
- The Director ensures GREAT CIRCLE’s policies, procedures, protocols; treatment planning and implementation, paperwork, and Credible documentation are timely and accurate.*
- Monitors program outcomes, quality assurance, and improvement strategies.
- Hires, trains and evaluates and provides supervision of HCBS supervisory staff
- Position provides clinical consultation, review of case documentation and feedback on program outcomes.
- The director submits timely reports to Finance, funding agencies, and contracted providers.
- Develops and monitors budgets of community based programs*
- Accountable for managing and maintaining program census/enrollment at budgeted capacities

- Chairs department meetings to ensure information is communicated from executive and regional leadership in a timely manners
- Serves as liaison to Mo Alliance, state and local agencies, family courts and other social service providers, visits the agencies regularly to report on program outcomes
- Presents information regarding GREAT CIRCLE programs to community organizations, families, and referral sources.
- This position serves on the Leadership Team*
- Assists with new program development and strategic planning*
- Assists with funding grant requests
- The Director performs all other duties as assigned for the betterment of the GREAT CIRCLE.

Working Conditions

Working in a trauma informed office or home environment. Lighting and temperature adequate. May be exposed to noise and crisis-related behavior from clients.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to hear, see, talk, and sit or stand at a personal computer for a reasonable length of time typing and reading. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

Responsible for managing the Home and Community Based Services budgets

Supervisory Responsibility

Supervises HCBS program supervisors

Qualifications

- Strong customer service focus and excellent interpersonal skills
- Proven multi-project prioritization abilities
- Excellent reading, oral and written communication skills to prepare reports, presentations, proposals, grants, programs and summaries
- Proficient in Word, Excel and email applications
- Willingness to travel
- Current, valid driver's license and meet Great Circle requirement for driver's insurance

Required Education and Experience

- Master's Degree in Human Services, Education or Business Administration
- Three to five years supervisor experience

- Minimum of five years of work experience in community based services in child welfare, foster care, case management, mental health or other youth services
- Strong public speaking skills

Licensure

LPCS or LPSW

Preferred Education and Experience

- Must have experience in program development and monitoring program outcomes.
- The ability to juggle multiple priorities and respond to crises with an appropriate level of urgency and decisiveness.

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

Employee printed name: _____ Date: _____

Employee Signature: _____