JOB ANNOUNCEMENT

Hamilton-Madison House (HMH) is seeking a Program Director who will be responsible for the overall operations of the CONNECT program. HMH outpatient mental health clinic is a clinic identified by the Department of Health and Mental Hygiene (DOHMH) as a high need area. As such, it has been selected to participate in the CONNECT Demonstration Project to provide rapid access to mental health services in a more flexible and holistic way with the community and the whole person outside the clinic walls and beyond the traditional doctor/therapist-patient interaction. The overarching goals of CONNECT is to improve the quality of life of the people served as demonstrated by progress towards recovery goals and informed by process metrics related to improve access, engagement in clinical and non-clinical services and reduced mental health emergency, inpatient and mobile crisis utilization. The Program Director is responsible for the overall administration and clinical management of the CONNECT demonstration project. He/she will work closely with the AED of BH on program budgeting and general oversight of all services, reporting and programming.

Minimum Qualifications:
- Doctorate in Psychology or Master’s degree in a human services related field
- Two years’ experience in program and management and staff supervision
- Experience working in mental health and/or substance recovery in a multidisciplinary team providing services to recipients in the community
- Bilingual strongly preferred

Responsibilities:
- Convey the organization’s philosophy, vision, mission, and values to all staff members
- Management of referrals and establish partnerships with community organizations, hospitals and correctional health facilities to grow program census
- Provides direct clinical care and services to clients in the community when needed
- Consults with senior clinical leadership on complex, high-risk cases, as well as team and personnel issues
- Conduct outreach activities and meetings with the Community Liaison as necessary to provide education to potential referral sources
- Complete intake of clients in the clinic, hospital, or community as necessary
- Coordinates monthly billing with program assistant and BH Billing Manager
- Provide clinical direction, supervision of clinical and non-clinical staff, and student interns and volunteers
- Leads the team in the effective treatment and rehabilitation services to reduce episodes of harmful outcomes such as use of emergency rooms, medical and psychiatric inpatient, arrests and incarceration for clients
• In collaborates with the team psychiatrist, guides the team to deliver positive behavioral, social and individual client outcomes such as participation in education, competitive employment, family and social relationships and improved social determinants of health
• Manage program census and maintains data/demographic statistics as required by the DOHMH
• Provide orientation of the electronic medical record and supervise clinical documentation to ensure compliance
• Ensures the team meets its performance outcomes and operational standards as defined by the NYS OMH and NYC DOHMH contracting standards
• Collaborate with AED of BH, Medical Director of BH, CFO and ED on program fiscal matters when needed
• Work closely with agency Quality Improvement personnel, Project Specialist, Clinical Coordinator, and other Program Directors on program improvements
• Collaborate with staff on all clinical and operation matters
• Coordinate and develop staff trainings and workshops as needed
• Attend and participate in agency management meetings, department meetings, and DOHMH meetings as needed
• Provide after-hours crisis intervention on-call services on a rotating basis

Compensation: Commensurate with qualifications and experience
Hours: Monday to Saturday, 37.5 hours per week
To Apply: Submit your cover letter and resume to Human Resources
Fax: 212-349-2793
Email: hrdept@hmhonline.org

Posting Date: February 10, 2022 Application Deadline: Until filled

Hamilton-Madison House is an Equal Opportunity Employer