



JOB ANNOUNCEMENT

Hamilton-Madison House is seeking a Program Director who will be responsible for the overall administration and clinical management of a licensed outpatient chemical dependency treatment facility, specifically for individuals who struggle with substance addiction or co-occurring disorders, and recovery. He/she will work closely with the Assistant Executive Director of Behavioral Health program budgeting and general oversight of all services, reporting and programming. This position is also part of the overall Behavioral Health management team and will be responsible for the development and expansion of the program to align with Behavioral Health, agency goals and mission.

Minimum Qualifications:

- Doctorate in Psychology or Master's Degree in a human services related field
- Two years experience in program management and staff supervision
- Experience working in mental health and/or substance recovery in a multidisciplinary team
- Bilingual strongly preferred

Responsibilities:

- Convey the organization's philosophy, vision, mission, and values to all staff members
- Motivate staff to continually improve performance and productivity
- Maintain and expand programs based on best practices in addictions and evidence based treatment
- Maintain referral relationships and grow program census
- Maintain program compliance for licensure requirements
- Collaborate with AED of BH, Medical Director of BH, ED and CFO on program fiscal matters when needed
- Provide supervision to staff of clinicians and administrative assistant
- Work closely with Quality Improvement personnel, Project Specialist, Clinical Coordinator, and other Program Directors on program improvements
- Assist in management of intakes and referrals
- Provide supervision to student interns
- Provide orientation on EMR to new staff and interns
- Conduct outreach activities in the community on a monthly basis to include a minimum of 1 or more speaking engagements to potential referrals
- Attend community meetings and at least 1 provider meeting on a monthly basis
- Collaborate with staff on clinical and operation matters
- Coordinate and develop staff trainings and workshops as needed
- Serve as the primary point of contact of the NYS OASAS and NYC DOHMH and coordinate government audit preparations

- Carry a minimum caseload of 3 and provide clinical assessment and treatment services to clients
- Ensures clinical program meets documentation and productivity requirements
- Participate in Quality Assurance meetings and ensure that staff are compliant with all regulations
- Participate in management meetings
- Develop and create monthly newsletter/emails to provide to current partnered providers
- Perform all reporting requirements in the LOCADTR and review on a weekly basis for accuracy
- Provide monthly progress reports to AED of BH to include weekly statistics of clinicians, admissions, outreach activities, etc.

Compensation: Commensurate with qualifications and experience
Hours: Monday to Friday, 9:00am – 5:00pm, 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: January 11, 2022 Application Deadline: Until filled

Hamilton-Madison House is an Equal Opportunity Employer