



Central Oregon Behavioral Health Consortium Director Job Description

POSITION TITLE:	Consortium Director		
FLSA:	Exempt	PTO CLASS:	Full-Time
EEO:	Professional	JOB ROLE:	Leader
Salary Range:	\$90,000- 95,000 Annually	Benefits:	Employer Paid Health, Dental and Vision for employee and dependents; 401k match up to 6%; 6 weeks PTO and 14 paid holidays, Flexible work environment

QUALIFIED APPLICANTS should submit their CV, cover letter and professional references to ECW_positions@ecworks.org for consideration. First round interviews anticipated during the first two weeks of April 2021.

POSITION SUMMARY:

The Consortium Director is responsible for developing and managing the Consortium; and for the daily operations, meeting the goals for ongoing program development and expansion. The Central Oregon Behavioral Health Consortia program is dedicated to offering graduate and post-graduate training opportunities that train future professionals in acquiring broad-based clinical skills and competencies that are evidence-based, ethically sound, and culturally sensitive. The Central Oregon Behavioral Health Consortia represents dedicated group of Central Oregon agencies located in all three counties of Central Oregon.

CORE JOB RESPONSIBILITIES:

The Consortium offers clinical training designed to provide a flexible, varied, and balanced learning experience within a practitioner – scholar model of training. Its objectives include:

- A set of learning experiences in all major areas of clinical functioning.
- Professional development and growth through regular contact with supervisory faculty with diverse clinical perspectives and experience.
- Collegial stimulation via the development of a cohesive and active peer group of trainees who have regular meaningful interaction.

The Director is responsible for developing and managing the Consortium; and for hiring and onboarding a Consortia Coordinator. The Director is also responsible for daily operations, meeting the goals for ongoing program development and expansion. Other principal duties are as follows:

- Program Administration
 - Training Director for Consortium-Based programs.
 - Accreditation application(s) and compliance.
 - Development of Policies and Procedures that ensure compliance with all relevant entities.
 - Budget development and maintenance.
 - Marketing and communications.
 - Maintenance of the Consortium website
 - Utilization reporting to internal and external constituents.
- Training
 - Ensuring that academic preparation of the applicants meets all criteria for placement within the Consortium.
 - Leadership of the Consortia Training Committee
 - Supplemental clinical supervision for all Consortia trainees
 - Support Consortia site Clinical Supervisors & Coordinators
 - Support sites and coordinate delivery of didactic training.
 - Support sites and coordinate delivery of group supervision
 - Consultation to faculty, administration, and community partners around training and licensure
- Site Management
 - Management of community partner relations
 - Site development
 - Contract management
 - Site-specific marketing and communications
 - Liaison among sites, students, and supervisors
 - Site evaluation

SUPPORTING JOB RESPONSIBILITIES:

Essential knowledge, skills, and attitudes:

- Project development and project management
- Program design and evaluation
- Experience in staff management
- Experience in student supervision and knowledge of student training requirements
- Knowledge of FERPA, HIPPA, APA, and TCSPP requirements and guidelines
- Consultation and relationship management
- Outstanding communication skills
- Leadership skills
- Budgetary and finance skills
- Excellent organizational skills
- Computer proficiency
- Commitment to mentorship and community service

COMPETENCIES:

Accountability: Takes ownership for delivering on commitments; owns mistakes and uses them as opportunities for learning and development; openly discusses his/her actions and their consequences both good and bad; has an ability to identify strengths and developmental opportunities and leverages insight to improve their effectiveness; courage to have the difficult conversation.

Communicating Effectively: Shares information. Listens and involves others. Clearly conveys ideas in a manner that engages others and helps them understand and retain the message.

Customer Focus: Builds customer confidence, is committed to increasing customer satisfaction, sets achievable customer expectations, assumes responsibility for solving customer problems, ensures commitments to customers are met, solicits opinions and ideas from customers, responds to internal customers.

Decision Making/Judgment: Approaches problems and decisions methodically and objectively; involves others as needed; uses sound judgment in making decisions and understanding the impact to themselves, customers; conducts the appropriate analysis to identify the symptoms and root cause of issues; makes timely decisions.

Developing Talent: Provides timely guidance and feedback to help others strengthen specific knowledge and develop skill areas to accomplish tasks or solve problems.

Leading Change: Challenges the status quo; encourages people to question existing methods, practices, and assumptions; supports people in their efforts to try new things; embraces change; maintains a constant focus on efforts to improve performance, quality, and efficiency of work processes.

Managing for Results: Sets challenging and productive goals, keeps all involved accountable for actions, provides leadership and motivation, provides resources and support, uses checkpoints and data to track progress, sets up systems and processes to measure results.

Results Orientation: Is focused on outcomes and accomplishments; follows through on commitments; can be counted upon to successfully execute on goals; motivated by achievement and a need for closure; has an attention to detail and is both efficient and effective in achieving a high level of measurable outcomes; persists in achieving goals despite obstacles.

QUALIFICATIONS:

Work Experience: Five-years of experience delivering mental health and/or substance abuse services required. Experience with medically underserved populations preferred. At least 2 years of people management and/or leadership experience preferred.

Education, certification, and licensure: Master's degree in a human services field (e.g., LCSW, LPC, LMFT) or doctorate in psychology (PhD/PsyD). Is in good standing.

Physical, Sensory, Environmental Qualifications

In a typical day, this job involves the activities listed below.

R	=	rarely	<i>(less than 0.5 hour per day)</i>
O	=	occasionally	<i>(0.5 to 2.5 hours per day)</i>

F = frequently (2.5 to 5.5 hours per day)
 C = continually (5.5 to 8 hours per day)
 NA = not applicable

Describe any job duty which requires repetition or a unique application of the activity.

Physical Activity	R	O	F	C	NA
Sitting				X	
Stationary standing		X			
Walking		X			
Ability to be mobile				X	
Crouching (bend at knee)	X				
Kneeling/crawling	X				
Stooping (bend at waist)	X				
Twisting (knees/waist/neck)		X			
Turning/Pivoting		X			
Climbing	X				
Balancing		X			
Reaching overhead		X			
Reaching extension		X			
Grasping		X			
Pinching		X			
Pushing/Pulling:		X			
Typical weight: 11-20 pounds					
Maximum weight: 21-30 pounds					
Lifting/Carrying:		X			
Typical Weight: 11-20 pounds					

Maximum weight: 21-30 pounds					
Sensory Activities	R	O	F	C	NA
Talking in person				X	
Talking on telephone				X	
Hearing in person				X	
Hearing on telephone				X	
Vision for close work				X	
Environmental Factors					
Safety requirement: -clothing -required safety equipment -activities performed			Exposures: -fumes -chemicals -blood or other bodily fluids -cold/heat -dust		
BLOOD BORNE PATHOGEN CATEGORY:			Category II: employee normally performs tasks that do not involve exposure to blood, body fluids or tissue; however, their work may require the unplanned performance of such tasks.		

Equal Opportunity Statement

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