

## JOB DESCRIPTION

### EXECUTIVE DIRECTOR

#### Purpose:

The Executive Director will be responsible for the overall operation of the agency. He/she will oversee organizational planning and development; financial management, clinical policy, protocol development, and staff training, development, retention and review. He/she will also oversee and participate in the interview and selection process of new employees; oversee preparation for external reviews/audits; participate in program evaluation and provide staff leadership. When appropriate, he/she will continue to provide direct service and provide supervision for assistants.

Supervises: All Staff

#### Specific Duties/Expectations:

##### 1. Planning and Development

- a) Oversee, direct, and execute intermediate and long range planning for the development and management of services.
- b) Present a quarterly "State of the Agency" summary to the staff outlining observations as Executive Director and recommendations for further study and/or growth.

##### 2. Financial Planning, Budgeting and Oversight

- a) Prepare or oversee the preparation of prospective annual budgets and associated contracts and/or reports.
- b) Oversee the preparation of payroll, payables, billing, accounts receivable and collections.
- c) Oversee and guide the development and maintenance of financial systems for the successful operation of the agency.

##### 3. Business / Clinical Policy and Protocol Development and Review

- a) With ongoing feedback from the Staff, oversee the development of a set of Business and Clinical Policies and Protocols for the delivery of service.
- b) Perform an annual review of the Business/Clinical Policies and Protocols in collaboration with senior clinical and administrative staff.

#### 4. Staff Training, Development, Retention, and Review

- a) Work collaboratively with the Quality Improvement and Professional Development staff to ensure staff training and development.
- b) Oversee, in coordination with the Quality Improvement staff, the efforts to provide an ongoing program of training for both the provision of clinical services as well as the adherence to regulatory requirements.

#### 5. Interview and Selection of New Employees

- a) Conduct, as needed, the interview and selection process of new clinicians.
- b) Oversee the process of supervising and clinical training of subordinate staff.

#### 6. External Review/Audit Support

- a) Oversee the involvement of staff as needed to ensure superior performance with relation to external reviews and/or audits.
- b) Oversee the execution of a meaningful program of chart review.

#### 7. Program Review / Quality Improvement

- a) Oversee and collaborate the ongoing effort of the Quality Improvement staff to ensure high quality clinical services are delivered in a manner that meets and exceeds all regulatory requirements.
- b) Oversee, on an ongoing basis, an effort to ensure the reduction and/or simplification of regulatory processes associated with the delivery of clinical service.
- c) Oversee, on an ongoing basis, an effort to ensure that technology is brought to bear to fully benefit the clinician in such a way as to minimize frustration and maximize efficiency.

#### 8. Staff Leadership

- a) Lead Staff Meetings on a regular basis to discuss the progression of the clinical programming.
- b) Meet on an as needed basis with the clinicians to address their system and clinical needs and to gather information which may be helpful in planning and decision making.
- c) Oversee and have ultimate responsibility for Emergency on Call duties.

Qualifications:

Independently Licensed Mental Health Professional with a minimum of 5 years Mental Health Agency Experience.

Signature:

Date:

---