



Martha's Vineyard Community Services, Inc.
Assistant Director of Behavioral Health Systems
Job Description

Reports to: Chief Clinical Officer
Program: Island Counseling Center
Classification: Exempt
Department: N/A
Date: January 8, 2025
Approved: 2025 Scott Turton, Interim CEO
Next Review Date: December 2027

Job Summary: This position is an integral part of a bold new initiative to more fully develop Martha's Vineyard Center for Behavioral Healthcare. Developed in response to the agency's Strategic Assessment and Planning process, the Assistant Director reports to the Chief Clinical Officer and in collaboration with the Director of Behavioral Health Access assumes responsibility for supporting behavioral health programs associated with the Martha's Vineyard Center for Behavioral Healthcare.

The Assistant Director has direct reports, which include the clinical leadership and clinicians of the MV Center for Behavioral Healthcare.

The Assistant Director supports the building of a cohesive clinical team and cultivates a strong culture of service to Islanders of all ages. The Assistant Director joins with MVCS' management, leadership, and quality management teams to ensure all contract and payor accountabilities are fulfilled and that the MV Center for Behavioral Healthcare relationships with families and other community stakeholders are characterized by trust, communication, and effective response.

The Assistant Director assures:

- ❖ The service model is fully executed upon, with the highest clinical and operational standards.
- ❖ External relationships are built and sustained on trust, accountability, and quality.
- ❖ A culture of continuous clinical and administrative improvement is fostered.
- ❖ Legal and ethical processes are identified and managed.
- ❖ Licensing and Regulatory visits and applications are completed.
- ❖ Best practice clinical care is maintained and modeled in clinical practice, supervision, and operations

Job Duties (*Essential Job Function)

1. Provides model development in full accord with contract, regulatory, payor, and accrediting standards and specifications with particular focus on the CBHC, and related clinical programming including CBHI, CORE, Community Partners and Veterans' Outreach.
2. Has primary responsibility in the hiring, supervising, and supporting a high-performing team.
3. Supports the Director of Behavioral Health Access in the managing of clinic intake/open access to ensure CBHC model fidelity, compliance with licensing and regulatory requirements and metrics.
4. Serves as active member of the MV Center for Behavioral Healthcare Management Team by:
 - a. Models highest standards of professional ethics and clinical practice
 - b. Exemplifies MVCS vision and guiding principles
 - c. Assists with orienting staff
 - d. Oversees performance related to emergency interventions and crisis situations
 - e. Provides support, aids in problem solving and regularly provides resource information to clinical staff in the ICC and in the MV Center for Behavioral Healthcare overall
 - f. Provides guidance to staff to assure compliance with confidentiality laws and regulations
 - g. Provides or arranges for staff training that meets both accreditation and state licensing requirements.
 - h. Provides back-up support for the Chief Clinical Officer in the management of clinical functions at the agency level.
 - i. Fully understands all center operations and shares in responsibility for oversight of the Center.
 - j. Willingly accepts other duties as assigned by the Chief Clinical Officer or agency Leadership
5. Oversees implementation of key model components, including but not limited to:
 - a. Staff scheduling
 - b. Staff utilization according to function
 - c. Timeliness and quality of interventions
 - d. Coordination of care and follow-up
 - e. Clinical Documentation
 - f. Data management and operational systems
 - g. CBHI
 - h. CORE
 - i. Veterans' Outreach
 - j. Group Programming
6. Represents the MV Center for Behavioral Healthcare as liaison to community agencies, and fosters immediate and routine communication with the Director of Behavioral Health Systems about these relationships, vulnerabilities, and actions taken.
7. Provides direct service and interventions as indicated by clinical need/volume in accordance with license parameters.

8. Actively participates in performance improvement and other quality initiatives within program and/or agency.

Qualifications:

- ❖ Possession of a Master's Degree in Social Work, Counseling, or related field.
- ❖ Maintains license/certifications in good standing.
- ❖ Clinical expertise in working with adults, children, families or other specialty area.
- ❖ Strong supervisory, organizational and planning skills
- ❖ Demonstrate a working knowledge of information systems, data base management, and processes for data collection and analysis.
- ❖ Possess excellent verbal and written communication skills.
- ❖ Ability to give constructive feedback to clinicians, to understand performance specifications for specific contracts, and ability to communicate with external contract managers.
- ❖ Possesses the ability to work effectively with persons who have diverse styles, abilities, motivations, and backgrounds.

This statement contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically requires, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Employee Signature and Date

Supervisor Signature and Date