**Job Description**

**Mental Health Director (Part-Time)**

**About the position:**

In this role, a successful candidate will guide Mental Health Practitioners and oversee clinical completion of Diagnostic Assessments and provide clinical supervision.

Under the direction of the Treatment Director, the Mental Health Director position will provide a variety of services for individual with co-occurring needs, following a 245G and CRF rule licensing requirements. This position will manage the mental health operations of the program to ensure compliance with all applicable federal, state, and local laws, licensing regulations, ordinances and codes and organizational procedures.

**Essential duties:**

* Function as a Mental Health Director with a treatment team comprised of the Treatment Director, LADC’s, Mental Health Practitioners, consulting professionals.
* Promote the overall wellness of clients through individual and group substance use and mental health therapy sessions.
* Complete mental health Diagnostic Assessments of clients.
* Present lectures and facilitate psychoeducational groups for clients and their concerned others.
* Ensure all documentation is completed in a timely, accurate, and professional manner.
* Oversee treatment/intervention reflective of client needs, stated in terms of expected outcomes.
* Demonstrate effective, culturally responsive communication skills verbally and in writing in a diverse work environment.
* Deliver culturally responsive care to clients, including but not limited to co-occurring disorders, gender, sexual orientation, culture, ethnicity, etc.
* Provide clinical oversight and leadership for Chemical Health Professionals, Mental Health Professionals, Treatment Director, and interns on a weekly basis to safeguard effective care.

**Ability to:**

* Familiarity with providing substance use disorder treatment in accordance with 245G requirements.
* Free of problematic substance use for at least two years immediately preceding employment (must be willing to sign a statement attesting to this fact).
* Creative problem solver who can work independently while supporting the overall development of a strong clinical team.
* Able to pass a MN DHS background check.
* Ability to build rapport with clients, team members, and referral sources.
* Excellent written and verbal communications skills
* Establish rapport and trust with adults with serious mental illness.
* Promote an inclusive, diverse, culturally competent and respectful work environment.
* Establish and maintain positive working relationships with community service providers.
* Meet deadlines and prioritize daily.
* Recognize and identify active symptoms of mental illness and/or chemical health.
* Clinical supervisory skills with strong leadership qualities

**Required education and licensure:**

* Master's degree from an accredited college or university in a behavior science or related field
* Licensed Mental Health Professional (Ph.D., LP, LICSW, LPCC); license must be active and unrestricted. **Ph.D. is preferred**
* Must possess a valid driver's license, auto insurance, and reliable vehicle.
* Proficient in the use of computers; previous EHR experience preferred.
* Previous supervisory experience preferred.
* 3 or more years of experience in Mental Health