RECRUITMENT ANNOUNCEMENT
Wasatch Behavioral Health
750 North 200 West, Suite 300
Provo, Utah 84601
www.wasatch.org

Posting Date: 05/20/2020  Closing Date: Open Until Filled

Full Time Division Director
Clinical and Community Services – Provo, UT
PCN#: DD02

Excellent Benefits Package Including:
Public Employee Health Plan Medical and Dental Insurance
Employer Provided Health Savings Account Contributions (high deductible plan)
Utah Retirement Systems Retirement (pension & 401K options)
401K or 457 Savings Account with 3.5% Company Match
156 Hours Annually of Paid Leave Accrual
52 Hours Annually of Catastrophic Sick Leave Accrual
11 Paid Holidays Annually
Company Paid Life, Short & Long Term Disability Insurance
Vision Benefits Plan
Annual Merit Pay Increases

Division Director Starting Pay Range: $86,236.80 - $109,220.80 Annually
*Starting salary may vary based upon directly related job experience

Schedule: Monday – Friday  Hours: 8 AM – 5 PM

Minimum Qualifications - Graduation from an approved college or university with a master’s degree in social work, psychology or a related field, with preference for a PhD; AND, ten (10) years progressively responsible professional experience in related duties; OR an equivalent acceptable combination of education and experience.

Additional Requirements: Must be a Licensed Clinical Social Worker (LCSW), Licensed Psychologist or equivalent (LPC, MFT). Employment at Wasatch Mental Health is contingent on successful completion of a drug screen, motor vehicle record review and criminal background check. This position requires a National Provider Identifier (NPI) as outlined by Medicaid and Medicare and application must be completed prior to start of employment. After hire you must complete and receive a Criminal Background Clearance (BCI) from Utah State Office of Licensing.

Please go to www.wasatch.org. Complete and submit WMH application on-line. (Please note: Resumes will not be accepted without a completed WMH application.)
JOB TITLE: Division Director- Adult & Family Services
DEPARTMENT: Adult & Family Services
EFFECTIVE DATE: 12/2016
FLSA: Exempt
EFFECTIVE DATE: 12/2016
LAST REVISED: 12/2016

GENERAL PURPOSE

Performs a variety of professional, administrative, clinical, and managerial duties related to planning, organizing, directing, coordinating and monitoring the development and implementation of specialty adult and family (including child and youth) mental health services through various programs including: Targeted Case Management, Vocational Rehabilitation & Adult Skills Development (Clubhouse Model), Medication/Psychiatric Management Outpatient and Inpatient Treatment Services, Intensive Residential Treatment, Residential Housing Services, Homeless Outreach and Clinical Care, Crisis Intervention Team (CIT), Utah State Hospital Admission and Discharge, Mental Health Courts, Mountain Peaks Counseling, Psychological Services, Jail Treatment (including Justice Reinvestment Initiative related services), Involuntary Commitment, Mobile Crisis Outreach, Bridge Team (ACT Model), 24-hour Crisis Services, and the Wellness Recovery Center.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Executive Director of Wasatch Mental Health.

SUPERVISION EXERCISED

Provides broad policy guidance and direction to Program Managers over the above-mentioned programs and services. Provides functional and clinical supervision to licensed professionals as needed.

ESSENTIAL FUNCTIONS

Provides executive, managerial and administrative direction for all adult clinical and specialty mental health programs including some services to families, children and youth; develops and interprets program goals and objectives in coordination with Executive Director; serves as administrative and clinical liaison to Executive Director; authorizes program implementation strategies designed around grant and/or contract performance requirements; creates policies; develops resources and coordinates the integration of agency, local, federal and state mental health programs; maintains overall responsibility for compliance with funding source expectations and requirements.

Develops quality assurance guidelines to assure quality of care for comprehensive patient services consistent with corporate compliance, HIPPA regulations and established mental health standards; maintains policies and procedures; directs the accumulation of quality assurance data and information; directs and participates in intra-agency and departmental planning and coordination meetings; establishes and maintains allied agency service linkages and coordinating councils; assists in the evaluation of center clients as needed to determine service responsibility and ownership.

Conducts management staff meetings; oversees treatment objectives for all division programs; reviews implementation strategy proposals and options; facilitates the determination of priorities and makes final decisions related to the same; facilitates the involvement of target population representatives in the goal setting process; monitors and evaluates staff performance; makes decisions and recommendations affecting personnel status related to advancement, compensation, discipline, and discharge.

Oversees the development of department-wide budget based upon projected revenues and expenditures; coordinates and assists in revenue generation; anticipates funding levels, coordinates the preparation of state and federal grant applications; manages department activities to assure compliance with grant requirements; monitors fiscal activity to assure compliance with established budgets; organizes management systems and follows reporting procedures to comply with audit accountability and agency standards.

Acts as agency liaison and advocate to Utah’s Behavioral Healthcare Network (UBHN) Performance Development Committee and the Division of Substance Abuse and Mental Health (DSAMH); develops partnership relationships with various community groups, state agencies, local agencies, task forces and private providers to create network(s) for adult/family/staff specialty/mental

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health service programs; develops contractual agreements and commits agency resources or cost participation in various
services and programs.

Represents the agency on various committees, panels, and task force groups; assists in the development of state-wide programs
and commitments to mutually beneficial goals and objectives.
Oversees the maintenance of agency status with the American Psychological Association; assures that proper credentials of
staff can satisfy the requirements for "psychological supervision"; designates staff members to special roles as needed to meet
the demands of specific programs; coordinates such designations with accrediting agencies or institutions.

Handles client complaints and grievances; resolves problems; works in conjunction with Associate Director over Care
Management; submits monthly report to Executive Director.

Performs other related duties as required.

MINIMUM QUALIFICATIONS:

1. Education and Experience:
   A. Graduation from a college or university with a master’s degree in social work, psychology or a related field;
      with preference for PhD; AND
   B. Ten (10) years of progressively responsible experience performing above or related duties;
      OR
   C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

   Extensive knowledge of general administration theory, practices and procedures related to personnel management,
   fiscal accountability and program administration; psychology, diagnostic classifications and mental health concepts and
   fundamentals as they relate to various programs and services; testing and evaluation and various forms of
   psychotherapy; treatment involving psychotropic medications; patient counseling processes, techniques, and methods;
   mental health care facility programs and procedures; psychotherapy methods, practices and procedures; clinical
   social work concepts and fundamentals as they relate to mental health; mental health diagnostic guidelines (DSM);
   normal and abnormal psychology; community and regional resources engaged in social problem solving; interviewing
   techniques; legal environment related to mental health services.

   Considerable knowledge of principles and practices of supervision, extensive knowledge of; media methods and
   techniques related to public awareness programming and public relations; educational system and operation; budget
   development and grants; fiscal accountability requirements related to public funds and contract compliance.

   Ability to initiate planning, implementation an evaluation of mental health programs; instruct or supervise a
   professional staff; perform under adverse crisis situations; communicate verbally and in writing; develop and maintain
   effective working relationships with executives, professionals, administrators, the public and subordinates.

3. Special Qualifications:

   Must be a Licensed Clinical Social Worker (LCSW) or licensed psychologist or equivalent (CMHC, MFT).

4. Work Environment:

   Normally, work performed in a typical office setting with appropriate climate controls. Tasks require variety of physical
   activities, occasionally involving muscular strain, related to walking, standing, stooping, sitting, reaching, hearing,
   talking and seeing essential to successful completion of typical duties. Common eye, hand, finger dexterity required.
   Mental application utilizes memory for details, complex instructions, emotional stability (dealing with clients with various
   mental health acuity levels), creative problem solving. Elements of hazard uncertainty exist in the normal course of
   performing duties associated with providing mental health services.

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Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this
classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job
descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons.
Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job
description supersedes earlier versions.

I _______________________________ have reviewed the above job description. Date: ________________

(Employee)