

**Trumbull County Mental Health and Recovery Board
Position Description**

Position Title: **Director of Clinical Services**

Reports To: **Associate Director**

Primary Responsibilities

1. Monitors the mental health programs and services delivered by provider agencies within the Trumbull County Mental Health and Recovery Board network for content and appropriateness.
2. Serves as the liaison between TCMHRB, community providers and the state psychiatric hospital system.
3. Facilitates the continuous quality improvement committee meetings.
4. Oversees legal and probate functions of TCMHRB.
5. Develops and negotiates contracts with hospitals to provide inpatient psychiatric care to indigent Trumbull County consumers.
6. Monitors/oversees local and regional private hospital psychiatric unit utilization with contracted provider agency.
7. Develops and implements Purchase of Services contracts and Memorandum of Understanding agreements.
8. Supervises the Director of Planning and Evaluation and provides oversight to Independent Contractors including the Clinical Compliance Auditor, Chief Clinical Officer and Board Attorney.
9. Responsible for Culture of Quality updates and implementation.
10. Co-facilitates the Trumbull County Suicide Prevention Coalition.
11. Responsible for updating and/or creating policies related to mental health and crisis services.
12. Develops or participates in the development of community activities that enhance the community's awareness of TCMHRB and/or the supports/services needed in the community.

13. Assists in the production of annual and long-range service delivery plans and identifies service gaps via this process.
14. Assists with development of the annual TCMHRB budget and the annual report.
15. Attends various community and state meetings as appropriate.
16. Develop and assist in development of various reports and plans as required by OhioMHAS.
17. Other Tasks as assigned.

Essential Functions of the Position

Reading, with/without magnification, both printed documents and information as it appears on computer screens.

Sitting for moderate time lengths while attending various meetings; working at desk, etc.

Driving while traveling to various meetings and/or functions properly assigned to this position.

Manual dexterity as it relates to writing, operation of computer keyboard and various items of office equipment, such as printers/copiers.

The ability to communicate verbally and in written form in a professional and understandable fashion.

Primary Requirements

Master's degree or above in the field of mental health, drug/alcohol abuse treatment, psychology, social services, or social work.

Licensed Independent Social Worker or Professional Clinical Counselor required.

Knowledge of the field of services/supports appropriate for individuals eligible for Board services.

Ability to analyze data and make/recommend appropriate course of action as required to the Executive Director.

Driver's license valid in state of Ohio and insurance.

Signature

Date