



Director of Mental Health Clinic Services

VCS Inc. of Rockland County, NY
New City, NY 10956

Job details

Pay

\$75,000.00 - \$85,000.00 per year

Job type

- Full-time

Schedule

- 8 hour shift
- Monday to Friday

Benefits

- Dental insurance
- Vision insurance

Job description

- **SALARY RANGE INCREASED**
- **HERO'S WORK HERE!**
- **LCSW preferred. See below for options**

Summary of Position: The primary responsibility of the Clinic Director is to oversee all aspects of the functioning and development of the VCS Mental Health Clinic, an Article 31 OMH-licensed outpatient mental health clinic. The clinic currently employs approximately 40 staff (licensed clinicians, psychiatrist, PNP, administrators) and maintains a growing caseload of approximately 500 clients.

Duties/Responsibilities:

- Clinic project management in collaboration with the Chief Operating Officer / Deputy Director
- Collaborate with privacy and compliance officer on utilization review, state and clinic policy issues, and other compliance matters
- Collaborate with clinic administrator on daily administration tasks

- Collaborate with and supervise clinic children's programs coordinator on children's and school-based program development
- Develop inter-agency relationships to support inter-agency collaboration and program development
- Work with regulators such as OMH on quality matters and site visits
- Crisis management support
- Run periodic EHR reports to identify and resolve billing, insurance and compliance matters
- Work with billing company on insurance claim issues
- Clinical consultation and oversight of clinic staff
- Plan hiring for clinician replacement and caseload expansion
- Working with EHR company on continuous system improvement
- Plan annual budget for clinic

Qualifications:

- LCSW license preferred **or** LMSW with 3 - 5 years of clinical/admin experience
- Strong organizational skills
- Strong computer skills, including Excel report development and database reporting and management
- Experience with EHR systems
- Excellent staff and client management and leadership skills
- 35-hour work week
- Bi-lingual, Spanish a plus