

Hill Country Mental Health and Developmental Disabilities Centers

819 Water Street, Suite 300

Kerrville, Texas 78028

www.hillcountry.org

Job Posting

Position: Assistant Clinic Director

Position Location: Llano Mental Health Clinic

Group Step: 19/4

Compensation: \$19.14 per hour / \$39,816 Annual

Position Summary

The Behavioral Health Assistant Clinic Director performs highly responsible administrative and managerial work with staff, other agencies, community organizations, individuals/families in services, and the general public.

- Ability to work independently and to carryout assignments within parameters provided.
- Plans, develops, and implements community services programming.
- Oversees and improves service delivery systems.
- Analyzes data to plan and make projections for current and future programs, regarding utilization.
- Reviews weekly, monthly, quarterly reports to ensure contract measures and targets are being met.
- Ensure Medicaid MCO and CHIP authorizations are obtained prior to service provision.
- Ensure services are authorized with Uniform Assessment (ANSA/CANS) prior to service provision.
- Review and/or complete ANSA/CANS per DSHS guidelines.
- Develop and/or review PCRPs as per the standards set by Hill Country.
- Assess data reports including Duplicate Services, billing errors, Treatment Plan (Person Centered Recovery Plan), and ANSA/CANS daily reports to ensure accuracy and ensure corrections as needed.
- Cross-reference daily schedules between Anasazi and CMBHS to identify ANSA/CANS batch completion.
- Identify strengths and support needs for all staff to ensure quality services.
- Works collaboratively with the Clinic Director to meet agency, state, and federal guidelines.
- Communicates with Clinic Director regarding service provisions and organization of the clinic.
- Provides staff evaluations in conjunction with the Clinic Director.
- This position is responsible for covering Recovery Coach/QMHP-CS duties when needed, including on-call. Assistant Clinic Director is back-up to the Clinic Director.
- Requires flexibility in schedule.
- Additional duties as assigned by Clinic Director.

Education and Work Experience Requirement

- Bachelor's degree from an accredited college or university in social, behavioral or human services. Candidate must meet QMHP Credentialing Requirement
- Previous work experience in a team setting.
- 1-3 years of experience working in social services
- Experience w/ crisis assessments and intervention
- Experience with Clinical Documentation
- Excellent verbal and written skills.
- Computer proficiency (Word, Excel, and Outlook).
- Experience working in a team setting.
- Ability to work under pressure and meet deadlines, while maintaining a positive attitude, and providing exemplary service.

PREFERRED

- Experience with Anasazi reports, CMBHS, TMHP, and Person Centered Recovery Planning.
- Experience in mid-management and supervision of more than 5 employees.
- Two (2) years of experience working in a mental/behavioral health setting.
- One (1) year of experience providing crisis services within the community.
- Bilingual (Spanish/English)

Apply online @ www.hillcountry.org

Launa Miller, Human Resources Recruiter