



Mental Health Center of Denver
Enriching Lives and Minds by Focusing on Strengths and Recovery

Job Announcement

Job Title: Director Child and Family Services
Reference #: 9141
Facility: 4141 E. Dickenson
Salary: Based on experience
Date Posted: 11/13/09
Status: Exempt
Hours: 8am-5pm
Position Summary: Provide vision, sets goals, and manages all aspects of Child and Family Services at MHCD. Coordinate clinical services with other community agencies and organizations. This person is responsible for the supervision of all Child and Family programs, administration as well as clinical.

Essential Job Functions

1. Develop and monitor all of the program's service delivery programs for the diverse population of Denver.
2. Coordinate the program's services with other clinical areas of MHCD and community partners and stakeholders.
3. Directly supervise Program Managers in the program, including hiring, training, motivating, evaluating, coaching, and disciplining. Indirectly manage other clinical supervisors, clinicians and other support staff of the program.
4. Comply with and enforce all State and Federal laws, regulations, and MHCD policies and procedures, including but not limited to supporting the organization's efforts relating to equal opportunity employment.
5. Act as liaison with other agencies and organizations with the goal of providing and expanding services to the program's various consumer groups.
6. Develop, administer, and adhere to the program's budget.
7. Ensure and improve quality in services and records.
8. Ensure compliance to organization policies, state and federal rules and regulations governing mental health services and centers.
9. Ensure compliance with Personnel Guidelines and Procedures. Responsible for developing and maintaining a positive and an effective employee relations environment in the department. Responsible for encouraging the coaching, growth and development of supervisors and staff. Oversee all hiring, coaching, disciplinary actions taken by supervisors.
10. Participate in grant proposals for the program and generate revenue from both public and private sources.
11. Provide linkage to Division of Mental Health and other community mental health centers statewide as assigned.
12. Perform other related duties as assigned by CEO.

Job Requirements

Education: A qualified mental health professional must be licensed in the state of Colorado as a psychologist, clinical social worker, professional counselor, or registered nurse. Minimum of Master's degree, and PhD or LCSW preferred.

Experience: A minimum of five years experience in clinical delivery of services. A minimum of four years supervisory and management responsibilities. Experience in budget development, grant writing, and program development.

Skills:

Demonstrated ability to supervise an experienced multi-disciplinary, multi-cultural staff. In-depth knowledge of methods of psychotherapy and available community resources. Understanding of resiliency and recovery from mental illness, treatment approaches and techniques, and innovative practices. Ability to work well with a variety of people, write and communicate effectively. Effective management and leadership skills. Must be computer literate. Bilingual skills are a plus.

SUPERVISORY RESPONSIBILITIES: Directly supervise program managers for the department. May supervise administrative assistant or other personnel as needed.

MACHINES AND EQUIPMENT TO BE USED: Computers (including laptop and remote access), calculators, fax machines, copiers, telephone and a variety of other office/clerical equipment.

TYPICAL PHYSICAL DEMANDS: Requires sitting, standing, bending and reaching. Required manual dexterity sufficient to operate standard office machines such as computers, fax machines, calculators, the telephone, and other office and/or clerical equipment.

TYPICAL MENTAL DEMANDS: Ability to give, receive and analyze information, formulate work plans, prepare written materials and articulate goals and action plans. Must understand people from all walks of life and be able to communicate effectively with them.

WORKING CONDITIONS: This leadership position requires occasional evening, weekend hours.

How to Apply:

Send your resume and cover letter via email resumes@mhcd.org or fax to 303-758-5793.