

**JOB DESCRIPTION**

**JOB TITLE:** ~~Asst Dir Behavioral Health Services~~ (9898)

**Job Summary:**

The job of Assistant Director, Behavioral Health Services, was established for the purpose of assisting the Director with leading, planning, organizing, and administering programs targeting mental health and wellness for children and families. The incumbent will be responsible for overseeing a combination of functions such as compliance, clinical care, consultation, training and professional development, personnel, and human resources, as well as direct and indirect supervision and support of select Behavioral Health Services staff.

**Essential Job Functions:**

- x Assists in providing direction and managing assigned areas of the Behavioral Health Services program for the purpose of increasing the effectiveness of the program and developing the capacity of staff.
- x Provides leadership in a changing environment and models leadership traits for the purpose of positively addressing program challenges.
- x Supervise, evaluate, counsel, motivate, and empower multiple levels of staff for the purpose of advancing the quality of skill and service, building capacity and succession planning.
- x Cultivate and maintain positive relations with Tulare County Office of Education (TCOE), federal, state, county, and community agencies, department heads and all other stakeholders for the purpose of providing complete and comprehensive service delivery.
- x Analyze organizational and budget challenges, develop viable solutions and alternatives and present and defend recommendations patterns to maximize resources and the delivery of services.
- x Attends and conducts staff meetings for the purpose of implementing, monitoring, and maintaining program goals.
- x Develops, implements, interprets, and assesses policies, procedures, current and long-range objectives, and plans subject to approval by the Director for the purpose of staying in compliance with current laws, policies and procedures, and emerging best practices.
- x Provides continuous program evaluation and participates in quality assurance and improvement processes with a

**Knowledge of:**

- federal, state, and county laws and regulations regarding the provision of mental health services.
- effective practices in Mental Health and Applied Behavior Analysis.
- principles and practices of organization, administration, and personnel management.
- research methodologies applicable to the analysis of programs and policies.
- treatment methodologies applicable to severe emotional and behavioral problems.
- language and cultural competency.
- effective oral and written communication skills
- effective use of office equipment including computers and related software applications
- record keeping procedures related to consumer charts and of the Board of Behavioral Sciences licensing requirements
- understanding of psychopathology and traditional healing practices within the cultural context of the population served
- principles and practices of supervision
- techniques of leadership, motivation, and group facilitation