



## **Director, Strategic Initiatives & Licensed Programs (Mental Health Program, Executive Team, Suffolk County, NY)**

The Director of Strategic Initiatives and Licensed Programs is a member of the Executive Management team and is responsible for oversight of all licensed mental health residential services, including the licensed Community Residence Congregate Program and Apartment Treatment Program, including ensure compliance with regulations and program policies and procedures. Provides oversight of admissions and discharges and ensuring quality of services. Responsible for developing relationships with business partners and create new alliances to have the greatest impact on the communities being served.

### **Responsibilities**

- Serve as a member of the Executive Management team.
- Develop and appropriately implement all program policies.
- Ensure program participants receive services of the highest quality. Oversee quality improvement activities and carry out necessary action items.
- Ensure optimal program performance by monitoring outcomes and ensure that program activities are mission driven.
- Monitor the changing needs of the resident population, particularly regarding changes in health, independent living capacity, and oversee appropriate levels of service in consultation with other staff and service providers.
- Train, develop, and coach staff to ensure implementation of program procedures and ensure the mission of the Agency is carried out.
- Evaluate the performance of Program Managers, Contract Coordinator and other staff as needed; provide regular feedback and coaching regarding employee performance. Address disciplinary issues as needed. Conduct regular supervision meetings with direct reports.
- Maintain statistics and demographic records of the program populations as well as manage and oversee preparation of required contractual documentation and reports on a weekly, monthly, and annual basis.
- Oversee the program budgets and ensure that funds are spent according to program guidelines.
- Collaborate with team members to structure and execute program initiatives.
- Consistently implement program guidelines including procedures for admission, transfer and discharge and Residency Agreement or lease violations.
- Oversee the identification of and access housing units, negotiate leases, serve as a liaison with landlord and oversee purchasing of furnishings as appropriate.
- Participate on the Professional Record Review Committee; implement corrective action plans for binders.
- Serve as chair for the Incident Review committee and as a member of the Corporate Compliance Committee.
- Responsible for Representative Payee Program (ensure compliance and sign applications and checks, oversees audits etc.)
- Oversee Intake Department. Ensure efficiency in procedures and full occupancy in housing sites.

- Develop and cultivate partnerships with community agencies, businesses, and other entities to enhance the services provided by the Agency.
- Represents the Agency at various community events.
- Develop and implement a partnership strategy to increase the reach and impact of Options programs. Develop systems and procedures in support of identification, engagement, and development of strategic partnerships.
- Liaise with colleges to coordinate Social Work internships. Ensure all documentation is in order with each institution. Coordinate with Human Resources for on boarding of students.
- Any other appropriate task as assigned by management.

## Qualifications

- Master's degree in Social Work, Mental Health Counseling, Psychology, or other human services related discipline. MBA or MPA preferred.
- Licensed Professional preferred.
- At least 10 years of progressive administrative experience within the human services field, including at least 4 years of experience in administration, program development and program management.
- Experience must include working with the New York State Office of Mental Health (or other similar NYS Agency such as OPWDD, OASAS, etc.) and Medicaid funded programs.
- Must maintain a clean driving record with valid license and insurance.
- Must maintain First Aid/CPR certification and Narcan certification.
- Must be available to provide after-hours support to residential program staff.

## Work Schedule

Monday through Friday (35 hours/week)

8:00 am – 4:00 pm,

8:30 AM – 4:30 PM,

or 9:00 AM – 5:00 PM

## Benefits

Full-time Employees are eligible for:

- Medical, Dental, and Vision Insurance
- Tuition Assistance
- Flexible Spending Account
- Long-term and Short-term Disability
- Supplemental Specified Illness Coverage
- Supplemental Hospitalization Coverage
- Life Insurance
- 4 Personal Days, 10-22 Vacation Days, 8 Sick Days, 10 Paid Holidays-yearly
- 403(b) retirement plan with employer match

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For more information, call **(631) 361-9020 ext. 1105**