



JOB DESCRIPTION

JOB TITLE	Director of Adult Services
REPORTS TO	Clinical Administrator of Behavioral Health Services
DIRECT REPORTS	None
FLSA	Exempt
DEPARTMENT	Clinical Services
Effective and Revision Dates	09/02/2020

POSITION SUMMARY

The Director of Adult Services is responsible for the maintenance, coordination and enrichment of the program's services. The Director ensures continuous quality improvement, provides management in the daily operations of the program and supervises staff, from both the clinical and the managerial perspective. This position reports to and works with the Clinical Administrator and collaborates with other Directors to accomplish the essential duties and responsibilities. The Director of Adult Services will join a close team of Behavioral Health providers to deliver high quality clinical services consistent with Jewish Family Service's mission and professional standard practices. This experienced professional will work with colleagues with expertise across all JFS programs and services to help remove barriers to well-being, stability, and self-sufficiency for their clients.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees and develops the program to include, supervision, evaluation and scheduling
- Maintains an active case load; provides counseling as part of treatment plan using a variety of modalities
- Provides leadership to clinical staff and interns from both a clinical and administrative perspective
- Collaborates with the Senior Leadership to develop policies, protocols and to determine strategic goals that ensure program quality and growth
- Works with other Program Directors to develop productivity standards for program
- Participates in the hiring, evaluation and training of new program staff
- Provides oversight, leadership and support to ensure program administration is completed on time and accurately.
- Work with volunteers and volunteer program as needed
- Works with the Clinical Administrator on the following:
 - Continuous Quality Improvement
 - Risk Management
 - Program Development
 - Grant Reporting
 - Staff Training and Development
- Participates in Key Leadership Team and Lead Clinician Team to support strategic efforts of the agency
- Ensures compliance to all Federal, state and local laws
- Complete administrative tasks including but not limited to:
 - Provide information required by accounting/billing and for productivity purposes



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- Adjust fees and clinical diagnosis as needed for appropriate fee collection and insurance billing
- Organize and facilitate groups; serve as a professional representative at community groups

QUALIFICATIONS

- Graduate from an accredited master's level school with course work emphasizing clinical training.
- Must have and maintain independent licensure to provide mental health services, including Licensed Professional Counselor (LPC-S preferred), Licensed Clinical Social Worker (LCSW-S preferred), or Licensed Clinical Psychologist (PhD or PsyD) and held licensure for 5 years
- 5 + years of experience in Adult Services
- Leadership Experience
- Ability to be flexible to handle the versatility of the position and its periodic crises

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

ABOUT THE AGENCY

Jewish Family Service of Greater Dallas (JFS) is a nonsectarian mental health and social services agency that impacted over 32,000 lives last year. For more than 70 years, our mission has been to provide effective, accessible, and comprehensive mental health and social services that promote lifelong self-sufficiency and well-being for the Greater Dallas community. JFS welcomes anyone through our doors regardless of race, ethnicity, religion, or the ability to pay and has more than 150 programs and services available to all in need.

We believe in nurturing passionate professionals who prioritize client health and well-being. Our team members across all departments collaborate to offer wraparound care in order to address multiple needs. Additionally, JFS is one of only six DFW agencies accredited by the Council on Accreditation, which means we continually meet the highest standards of practice in areas including governance, fiscal management, human resources management, and quality improvement.

BENEFITS

JFS is invested in our employees. We pay 100% of our full-time employee (30 hours or more) health and dental benefits as well as life and long-term disability insurance. This position also receives 4 weeks paid vacation, sick leave, and includes American holidays and all Jewish holidays. We are willing to discuss relocation options. Come learn more about us!