

Job Title: Mental Health Director

Organization: Harmony Home Children's Advocacy Center

Location: Odessa, TX

Closing Date: October 1, 2021

Job Description: Responsible for overseeing and developing the mental health program including supervision, evaluation, compliance, budgeting. Develop, plan, and implement strategies for the program's continuation and growth. Ensure training is being conducted by staff, interns, and volunteers to meet all modalities of therapy being used for clients. Must have a positive and supportive attitude toward the agency and its overall success. This position will provide both clinical and personnel supervision of all mental health staff. Re-establish and supervise Interns. Must have the ability to think globally, solve problems and have good decision-making skills, including critical thinking skills. Provide specialized trauma-focused mental health services for the child clients, siblings, and non-offending caregivers of Harmony Home CAC. Supervised by the Executive Director.

Job Qualifications:

- Licensed clinical Social Worker or Therapist
- Three to five years of progressively responsible program management experience and staff supervision, including expertise in transforming staff into a highly functional team.
- Proven experience understanding and demonstrated ability in program growth for services.
- Experience and confidence identifying and implementing evidence-based practices.
- Experience working in crisis setting with children and families.
- Program development, evaluation, solid organizational skills, and public speaking
- Strong written and oral communication skills
- Proficiency in computer skills, especially using Outlook, Word, Excel, and customized databases.
- Ability to work in and adapt the culture of a multi-cultural, community-based organization.
- Commitment to maintain confidentiality and ensure all staff, Interns and volunteers maintain confidentiality.
- Understanding of the Agency's mission and culture and the ability to maintain appropriate boundaries with staff and clients in all circumstances.
- Understands and maintains the very confidential nature of the agency and its clients.
- Valid driver license and auto insurance with the state of Texas required for position.

Essential Job Functions:

- Supervise and oversee all aspects of the mental health department following the agency mission demonstrated by setting departmental goals and objectives. Evaluate existing contract compliance, monitoring and reporting to ensure all goals are being met.
- Hiring, supervision, evaluation, scheduling, promotion, corrective action of paid and volunteer personnel (interns) within the department.
- Represent Harmony Home CAC in the community, corporate and donor environments.

- Develop, plan, and implement strategies to manage program growth and help ensure funding and sustainability of the program. Regularly review and recommend changes in program services to meet client needs with particular emphasis on services for underserved populations, oversight of program evaluation and quality assurance functions for department including assessment of applicable legal and professional requirements and monitoring treatment plans for clients. Ensure contract compliance for department and volunteer personnel within the department. Initiate, implement and monitor compliance with evidence-based practices.
- Work with other members of the management team to assure successful communication and coordination between all Harmony Home CAC programs, and participate in strategic planning.
- Regularly provide mental health training to mental health services, staff, and interns.
- Recruitment of interns conduct outreach and maintain working relationships with graduate schools.
- Must be reliable and consistent with attendance and punctuality to work.
- Represent Harmony Home CAC in a professional manner.
- Understand and follow all policies and procedures of Harmony Home CAC.
- Must have an attitude of friendliness and be able to communicate with all staff, MDT, volunteers, clients, etc.
- Complete trauma-specific assessment, including a full trauma history, use of standardized measures throughout treatment of clients, an individualized treatment plan that is evidence-informed that is periodically re-assessed with all clients.
- Non-offending caregiver/family member engagement, including therapy and parent/caregiver education.
- Referral to other community services as needed.
- Attend all MDT meetings twice a month and participate by sharing relevant information while still protecting the child's and non-offending caregivers/family members.
- Coordinate and facilitate internal monthly case reviews.
- Maintain and deliver accurate administrative records and reports as allocated.
- Share on call-rotation with all other staff during weeknights, weekend and holidays.
- Other duties and responsibilities as assigned by the Executive Director.

How To Apply: Please send resume to Carrie Bronaugh at cbronaugh@hhcac.org