



# Position Announcement

<b>Job Title</b>	Director of Behavioral Health Services
<b>Department</b>	Behavioral Health Services
<b>Hours</b>	Full Time; Exempt
<b>Salary</b>	Depending on degree, licensure and experience

## Position Summary

The Director of Behavioral Health Services is a management position reporting to the Chief Operating Officer. Responsibilities include administrative and professional programming responsibility for the program, in addition to ensuring the supervision and ongoing training of all staff members, interns and clinical operations. Specific duties include:

- Ensure scheduling, and implementation of high-quality programs and services that serve LGBT and HIV-infected/affected adults, families, and youth.
- Ensure and provide the ongoing supervision of staff and intern members to ensure quality delivery of individual, conjoint/family and group psychotherapy/counseling. Psychotherapy and supervision will be provided in a fashion consistent with State of California laws and regulations, professional standards of care, agency guidelines, contract requirements, and professional ethical guidelines.
- Ensure, through weekly and monthly monitoring, adequate progress toward all grant/contract goals and objectives. Adequate progress is defined here as no greater than a 5% negative variance between the % of goal achieved and % of contract or grant period elapsed. Alert the Chief Operating Officer to any negative variances in program performance. Develop solutions for programming components that fall below contract-expected performance and implement solutions.
- Design and implementation of training, orientation and supervision protocols.
- Develop and implement systems, policies and procedures to improve program functioning, including full participation in performance management, quality assurance and improvement activities.
- Ensure the department delivers culturally and gender competent, as well as linguistically appropriate, services to the specified target population(s).
- Ensure all documentation meets all professional and contract/grant standards and all departmental reports are provided in a timely and accurate fashion. Excellent attention to detail required.
- Ensure annual performance evaluation for all staff members and interns. Ensure the timely training and orientation of all new employees.
- Participate in various community planning and oversight groups as directed by the chief operating officer.

Service provision by the department includes group, individual, conjoint and family therapy provided to eligible clients. Thorough and systematic psychosocial assessments of incoming clients, including ICD10 and DSM diagnoses is required, as well as careful, systematic treatment planning and progress evaluation and re-evaluation. This position is also responsible for ensuring that all supervised staff and interns actively participate in ongoing training to ensure current knowledge of LGBT and HIV disease, HIV medical treatments, HIV mental health treatments, ethical guidelines, and cultural and gender competencies. Under the leadership of the director, all mental health staff are responsible for implementing the policies and procedures of the organization,

## Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. **Education and/or Experience:** Successful completion of terminal graduate training program in a health or psychotherapy-related field: Ph.D./Psy.D., M.A., or M.S. in psychology or M.S.W., etc. at an accredited university or college. Ph.D./Psy.D. preferred. A valid California psychotherapy license is required. Professional experience providing direct psychotherapeutic service to LGBT individuals/families and HIV required. Professional experience with substance abuse and domestic violence preferred. Completion of all required supervision training required. At least five years' experience supervising in a community-based mental health program is preferred.
2. **Computer/Office Equipment Skills:** Must be comfortable working in PC/Windows-based environments. Must have proficiency with Microsoft Office, particularly Word, Outlook and Excel. Must have general database management skills. Advanced with Microsoft Excel is preferred. Experience with Microsoft Access is preferred. Experience with electronic health records is preferred.
3. **Other Skills:** Must demonstrate competence in working with a variety of diverse populations. Must have excellent interpersonal communication skills. Ability to manage multiple tasks with shifting priorities. Those with lived experience as a member of a

historically under-served community (i.e., low income, communities of color, LGBT communities, immigrant communities, etc.) are strongly encouraged to apply.

4. **Language Skills:** Fluency in English is required. Fluency in Spanish beneficial.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

**To apply:** send your cover letter, application, and resume electronically to:  
Beth Davenport – bdavenport@thecentersd.org

Application link: <http://www.thecentersd.org/join-us/employment-application.pdf>

**Please note: We are unable to accept any phone or walk-in inquiries for this position.**

The San Diego LGBT Community Center is an Equal Opportunity Employer.