



JOB TITLE: ACT Aspire Program Director Team Leader **JOB GROUP:** XI
PROGRAM: ACT Aspire - 430 Niagara St., Buffalo, NY
REPORTS TO: VP of Community Based Treatments and Supports **FLSA STATUS:** Exempt

SUMMARY: The Program Director is the clinical supervisor of the team and also functions as a practicing, generalist clinician.

SUMMARY OF DUTIES:

- Provides personnel mgt including administration of personnel and clinical policies.
- Evaluates each team member annually.
- Organizes and chairs the morning meeting.
- Determines the appropriateness of referrals and interfaces with all referral sources.
- Oversee UR, completeness and formatting of charts, treatment planning process, and documentation protocols.
- Addresses training needs of the team and promotes access to relevant trainings.
- Promotes the program to all potential referral sources in an ongoing effort to provide referrals and community awareness regarding ACT eligibility criteria and availability.
- Oversees the general operation of the ACT team.
- Assumes and designates on-call responsibility for 24 hour coverage.
- Conducts recruitment of staff.
- Responsible for fiscal management and budget oversight.
- Ensures proper format and content of case records as per Medicaid and OMH standards.
- Ensures maintenance of the team physical environment.
- Develops and maintains program policies, forms and procedures.

QUALIFICATIONS:

Masters degree in Social work, Counseling, Nursing or Psychology, (or is a Board eligible psychiatrist).

Licensure approved as New York State Office of Mental Health QHP.

Three (3) years full time mental health experience

Valid NYS driver license and personal automobile in good working condition.

To apply, please use the following links:

Social Worker (LCSW, LMSW, LMSW-eligible): <https://home.eease.adp.com/recruit/?id=917431>

Counselor (LMHC, LMHC-eligible, CRC, etc): <https://home.eease.adp.com/recruit/?id=917441>

Registered Nurse: <https://home.eease.adp.com/recruit/?id=1243761>

If link does not connect, please copy and paste address in your web browser

For more information please visit www.lake-shore.org