

Job Title	Program Director, Adult Residential Program
Employer/ Agency	The Menninger Clinic
Job Description	<p>Department: Adult Residential Program</p> <p><u>Key Functions</u></p> <p>Ensure compliance with Menninger policies and procedures, the Corporate Compliance Committee, and standards of the Joint Commission, and other medical record and legal requirements for assigned program staff members in collaboration with Service Directors and the Director of Quality Resources.</p> <ul style="list-style-type: none"> a. Monitors program compliance with Menninger Clinic policies and procedures including the development of corrective actions as needed in coordination with Service Directors, Nursing Leadership and the Outpatient Medical Director. b. Performs documentation and billing procedures that are consistent with Corporate Compliance Policy. c. Ensures that programs and services are in a state of readiness to successfully complete the Joint Commission survey. <p>Provides administrative and clinical oversight for the assigned program under the direction of the Chief Medical Officer and in collaboration with the VP of Clinical Services.</p> <ul style="list-style-type: none"> a. Provides onsite administrative and programmatic supervision to assigned clinical staff and trainees in coordination with their respective Service Directors. b. Provides operational oversight for all support staff including Resident Advisors and administrative support. c. Monitors and provides support for interdisciplinary development and functioning. d. Coordinates with the Admissions Department for admissions as well as transfers. e. Prepares and manages the departmental budget for this program. f. Coordinates with Service Directors to ensure compliance with mandatory training and competency requirements for program staff. g. Responds to advocacy concerns of stakeholders including clients, family members, and referents in collaboration with the Director of Quality Resources. h. Collaborates with the Service Directors in the selection, orientation, and retention of clinical staff for the assigned program. i. Monitors clinical staff utilization according to agreed-upon staffing plans

- and metrics in collaboration with Service Directors.
- j. Coordinates with Service Directors to ensure that performance evaluations are completed annually.

Engages in program development and evaluation efforts in coordination with the Director of Quality Resources, Service Directors, and the Director of Research.

- a. Continuously looks to adapt and improve program structures to meet the needs of clients and families seeking services.
- b. Evaluates the effectiveness of the assigned program with respect to overall clinical outcomes in collaboration with the Outpatient Medical Director and Director of Research.
- c. Recommends and implements changes in clinical programming and service delivery in response to clinical outcomes as needed in collaboration with the Outpatient Medical Director.
- d. Serves as an administrative and clinical consultant to interdisciplinary teams in managing challenging cases.
- e. Monitors and develops action plans to address concerns with safety issues and quality in collaboration with the Outpatient Medical Director and Director of Quality Resources.
- f. Reviews programs and services through participation in individual and departmental meetings and performance improvement initiatives.
- g. Serves as a permanent member of appropriate committees, such as Quality Council.
- h. Monitors and addresses client, family, and referent satisfaction.

In collaboration with the Director of Research, Service Directors, and Training Directors, promote clinical research, training, and professional development initiatives within the assigned program.

- a. Promotes and encourages professional development among clinical staff that serves the needs of the programs and the mission of the organization including active representation in professional organizations.
- b. Promotes and coordinates clinical research initiatives among clinical staff members in the assigned program to further the mission of the organization.
- c. Coordinates with training directors to assure adequate supervision and oversight for clinical trainees assigned to the program.

In collaboration with the Marketing Department, coordinates and implements strategic marketing plans for the program.

- a. Develops, implements, and evaluates strategic marketing plans for the program in collaboration with the Marketing Department.
- b. Develops and coordinates clinical staff participation promotion efforts with the Marketing Department.
- c. Actively engages in strategic internal and external referral development

	<p>activities for the assigned program.</p> <p>When needed, serves as a staff clinician to provide clinical services as requested and maintain competencies consistent within the scope of her/his/their clinical discipline.</p> <ul style="list-style-type: none"> a. Delivers clinical services to Menninger patients/clients consistent with established competencies, training, and experience b. Responds to requests for clinical consultation, education, and training from within and outside the organization c. Pursues training and continuing education in current and newer areas of practice, consistent with interests and licensing and credentialing requirements.
Qualifications	<p>Education: Master's degree in Social Work, Counseling, or Ph.D. in Clinical or Counseling Psychology.</p> <p>License/Certification: Current licensure as appropriate: LCSW, LPC, or Licensed Psychologist. A supervising credential is preferred.</p> <p>Experience: A minimum of five (5) years post-licensure or certification clinical experience in a behavioral health setting is required with a minimum of three (3) years of experience in advanced clinical and management practice. A minimum of two (2) years of supervisory experience across multiple disciplines is desired.</p>
Salary/Hours	Salary Competitive M-F, 8am to 5pm
Address	12301 S Main Street
City, State, Zip	Houston, TX 77035
Contact Person	Judith Sampson
Telephone Number	713-275-5351
Fax Number	713-275-5124
Email Address	jsampson@menninger.edu
Application Method	Apply on our careers page here
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.