

Treatment Director-Wellstone Crisis Center

Full Time Treatment Director position is available at the Range Mental Health Center's Wellstone Crisis Center. The Treatment Director is responsible for the day-to-day operations of the program including client programming, staffing concerns, budget management, as well as compliance with relevant standards and outcome measures. Marketing and maintenance of relations with referral sources and relevant community stakeholders is also an important function of this position.

Application for employment should be downloaded from under the careers tab at www.rangementalhealth.org and submitted on or before August 17, 2017 as follows:

Mail: RMHC, Attn. HR, P.O. Box 1188, Virginia, MN 55792

Fax: 218-741-3080

Email: rtardy@rangementalhealth.org

Essential Functions:

1. Participate in hiring, orientation and ongoing training of staff; conducting annual performance reviews for all direct reports
2. Create or update as necessary, the admission , treatment and discharge protocols; including general program policy and procedures
3. Disseminate, train and ensure adherence to the establish protocols, policies and procedures
4. Provide administrative and clinical supervision to staff
5. Be available and on-call to staff after hours and weekends
6. Coordinate referrals and community needs of consumers
7. Schedule staff
8. Ensure that administrative and clinical records are maintained according to applicable standards
9. Maintain all applicable licensing requirements
10. Ensure that clients are provided with appropriate advocacy and liaison services
11. Lead weekly staff meetings
12. Attend weekly clinical staffing at the Main office
13. Market the program and maintain good working relationships with relevant stakeholders, area service providers and referral sources
14. Assume the duties and responsibilities of the clinical supervisor and treatment director as described in the Minnesota variance rules for residential crisis programs
15. Assist in the development of the yearly budget; responsible for meeting monthly revenue and expense targets

Minimum Qualifications:

1. Licensed as a Mental Health Professional in the state of Minnesota.
2. Three years of relevant clinical experience (direct service), relevant supervisory experience; program development experience a plus.
3. Excellent verbal and written communication skills.
4. Proficiency with Microsoft Office Suite, general computer skills.
5. Ability to manage multiple demands in a fluid, dynamic environment.

Physical Standards:

1. Ability to lift 25 pounds.
2. Ability to climb stairs.
3. Ability to use a computer keyboard for an extended period of time.
4. Possession of valid Minnesota driver's license and good driving record, must be insurable by Center's insurance carrier

Behavioral Competencies:

1. Organizational Success

- Teamwork / Cooperation (within and across departments)
- Customer Service Orientation (both internal and external customers)
- Commitment to Continuous Quality Improvement
- Creativity / Innovation
- Flexibility / Adaptability to Change
- Continuous Learning / Development
- Displays Vision
- Leadership / Initiative

2. Job Effectiveness

- Planning / Organization
- Problem Solving / Judgment
- Makes Effective Decisions
- Takes Responsibility
- Achieves Results
- Communicates Effectively
- Dependability / Attendance
- Job / Organizational Knowledge
- Productivity

3. Making People Matter

- Positive Attitude
- Respect for Others
- Interpersonal Skills
- Supports Diversity and Understands Related Issues
- Honesty / Fairness
- Builds Trust
- Recognizes Other's Achievements, Understands Other's Perspectives
- Resolves Conflicts Constructively

4. Supervisory Competencies

- Coaches / Counsils / Evaluates Staff
- Identifies and Supports Employee Development
- Encourages Teamwork and Group Achievement
- Leads Change / Achieves Support of Objectives
- Enables and Empowers Staff
- Strives to Achieve Diverse Staff

EOE/AA