

**MENTAL HEALTH CLINIC OF PASSAIC  
JOB DESCRIPTION  
IDA GURTMAN THERAPEUTIC CHILDREN'S PROGRAM  
DIRECTOR-PASSAIC**

**Qualifications:**

1. MA in psychology, counseling or related human services field, or MSW, or M.Ed. in Early Childhood or Special Education.
2. Minimum of 3 years experience in children's mental health services.
3. Minimum of 1 year in a supervisory capacity.
4. Provide evidence that health is adequate to fulfill job functions, including pass a Mantoux test.
5. Provide evidence of a criminal record history check.
6. Provide proof of US citizenship or legal resident alien status.

**Responsibilities:**

1. Maintain the ethical and professional behavior and standards associated with the Clinic.
2. Maintain positive, cooperative, and mutually supportive relationships with your supervisor, the administration, peers, support staff, and representatives of the community. Establish a professional rapport with clients. Demonstrate initiative, enthusiasm and positive interpersonal skills to relate well with clients and staff.
3. Follow all rules and procedures established by The Clinic and its funding sources as outlined in The Clinic's policies and procedures manual.
4. Immediately advise appropriate personnel of evidence of child abuse or neglect, and/or conditions or situations which compromise, or potentially compromise, service to clients.
5. Continue to grow professionally through participation in clinical supervision, collaboration with colleagues, and professional growth experiences.
6. Protect confidentiality of records and clinical material as required by NJ State law.

**Job Functions:**

1. Comply with all applicable regulations of DMHS licensure requirements re: children's partial care.
2. Supervise overall day-to-day functioning of program and staff, on site, during program operation.
3. Screen all referrals for program, ensuring target eligibility.
4. Act as liaison to Regional CCIS, community facilities, and other referral sources and participate in planning activities.
5. Ensure the provision of milieu therapy with children, psychotherapeutic assessments, outreach, group and individual treatment of children and families, and crisis management of children and families as necessary.
6. Plan and implement therapeutic experiences to address and meet each client's unique needs, strengths, readiness and skill levels. Employ a variety of accepted techniques and strategies to achieve goals mutually established by the client and the treatment team.
7. Ensure that appropriate treatment and discharge plans are developed.
8. Screen staff applicants and hire qualified staff. Provide new staff orientation and ongoing staff development. Assure adequate staffing levels and ensure staff supervision. Evaluate staff performance. Participate in case conferences, supervision, training sessions and weekly team meeting.
9. Submit all required clinical and administrative paperwork, including individualized treatment plans, statistical/administrative reports, certified accurate billing, prior authorization forms and termination summaries. Review all required material.
10. Develop and maintain client, staff and unit records.
11. Develop and implement unit program and goals, policies and procedures, and implement Clinic policies and procedures.
12. Select and order equipment and supplies.
13. Other responsibilities designated by supervisor.

**Responsible to:** Director of Clinical Operations