

**MENTAL HEALTH CENTER OF PASSAIC
JOB DESCRIPTION
EXECUTIVE DIRECTOR**

Qualifications

1. Master's degree in social work (LCSW) or psychology (LPC), or DSW or Ph.D. in psychology.
2. At least five years of administrative and supervisory experience in a community mental health setting.

Responsibilities

1. Maintain the ethical and professional behavior and standards associated with the Center.
2. Maintain positive, cooperative, and mutually supportive relationships with the Board of Directors, the administration, peers, support staff, and representatives of the community. Demonstrate initiative, enthusiasm, and positive interpersonal skills to relate well with clients and staff.
3. Follow all rules and procedures established by the Center and its funding sources as outlined in the center's policies and procedures manual.
4. Continue to grow professionally through participation in clinical supervision, collaboration with colleagues, and professional growth experiences.

Job Functions

1. Provide overall clinical and administrative leadership, management, and supervision of Center programs and personnel as needed.
2. Oversee reports of evidence of child abuse or neglect, and/or conditions or situations which compromise, or potentially compromise, service to clients.
3. Protect confidentiality of records and clinical material as required by NJ State law.
4. Oversee and delegate representation of the Center's special mental health position in the community on local, County, and State planning committees.
5. Work with CFO and the Director of Clinical Operations to provide fiscal management and strategic planning.
6. Work with the Community Development Resource Specialist on Grants and events.
7. Facilitate development and implementation of policy recommendations related to both the Center's administration and operation as well as its clinical operations.
8. Attend regular meetings of the Center's Board of Directors and its various committees to interpret and implement Board policy.
9. Chair interdepartmental management meetings with program directors and CFO monthly.
10. Hire, supervise and evaluate senior personnel as needed.
11. Provide direction vis-à-vis growth in revenue and clientele.
12. Other responsibilities as designated by the Board of Directors.

5/2/2024