



# Program Director of Alternatives PHP

**Job Code:** DIRAP - 127  
**Revision Date:** Dec 21, 2018

**Salary Range:**  
\$34.75 - \$56.84 Hourly  
\$2,780.00 - \$4,547.20 Biweekly  
\$72,270.00 - \$118,226.00 Annually

**FLSA:** Exempt

## **Overview**

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

## **General Description**

The purpose of this job is to coordinate and administer the Partial Hospitalization and Intensive Outpatient Program, United States Probation and Court Referred Programs including planning, organizing, staffing, leading, and controlling program activities. Ensure the safety of patients and staff at this facility.

This class works independently, under limited supervision, reporting major activities through periodic meetings.

## **Duties and Responsibilities**

**The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.**

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Manages programs' budgets and approve requests for materials.
- Works closely with EHN staff and community to communicate referrals and services
- Works closely with billing and contracting regarding appropriateness of admissions.
- Ensures all programs are meeting required Joint Commission and CMS standards.
- Completes daily and weekly reports on a timely basis.
- Performs other duties as assigned.

## **Minimum Education and Experience Requirements**

Requires a Bachelor's Degree in Health or Human Services, Social Services or related field, supplemented by four (4) years of experience in mental health, addiction, physical health with specialty knowledge of partial hospitalization/intensive outpatient or closely related field; or possession of any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

### **Required Knowledge and Abilities**

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

### **Physical Demands**

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

### **Unavoidable Hazards (Work Environment)**

- None

### **Special Certifications and Licenses**

- Prefers Registered Nurse licensed by the Texas Board of Nursing.
- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen.

### **Americans with Disabilities Act Compliance**

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

### **Other Job Characteristics**

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.
- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

**Note:** This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.