



Program Director of TCOOMMI

Job Code: DIR - 125
Revision Date: Dec 21, 2018

Salary Range:
\$31.51 - \$51.56 Hourly
\$2,520.80 - \$4,124.80 Biweekly
\$65,551.00 - \$107,235.00 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 ensure consumers are receiving services through the Texas Correctional Office on Offenders with Medical or Mental Impairments (TCOOMMI) Program to include case management, medication monitoring, rehabilitative services, and medication education and training. Responsible for the overall administration and operation of the TCOOMMI and Jail Diversion programs.

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.
- Provides oversight of the day to day operations of the TCOOMMI program. Establishes and monitors annual budget and expenses.
- Develops and maintains processes to ensure clinical and operational efficiency of services provided.
- Provides required quarterly and annual training for program staff.
- Creates and analyze reports to monitor compliance, productivity for both internal and external (community stakeholder) distribution.
- Reviews and ensures incident reports are submitted and entered into the WebApp within the required timeline.

- Ensures all referrals are processed and appointments entered within 15 days of the referral.
- Develops unit policies and procedures, adhering to State and Federal regulations and guidelines.
- Oversees caseworker caseloads and ensure they are within the size and service level of the program guidelines and processes.
- Performs other duties as assigned.

Minimum Education and Experience Requirements

Requires a Bachelor's Degree in Health or Human Services and/or Social Services; or related field supplemented by four (4) years of experience as a supervisor or director in the mental health, 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)

Works individuals who have been involved in the criminal justice system, probation and/or parole all hazards that may be associated with working in this environment, and with this population, will be applicable.

Special Certifications and Licenses

- Prefers Master's Degree in Health or Human Services field.
- 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.