



Position: Program Director

Location: 5900 York Rd., Suite 206, Baltimore Md. 21212

Employment Type: Full Time 40hrs per week

Manages Others: Yes

Reports to: CEO

SUMMARY

Under the direction of the CEO, the Program Director plans, develops, administers, supervises, and evaluates the daily operations of the Psychiatric Rehabilitation Programs (PRPs) for consumers with psychiatric and mental health challenges.

ESSENTIAL DUTIES

- Responsible for the overall coordination of the PRP program for the program designated locations.
- Develops and implements policies and procedures in conjunction with the management staff and consumer input; addresses long-range and short-range goals, budgets, security, risk management issues and program evaluation for the company.
- Develops and monitors annual growth, budgets, and quality assurance programs for the PRP program in the designated locations.
- Develops staffing patterns, recruitment, and program coverage in accordance with the budget.
- Hires qualified staff to meet funding and licensure requirements as well as the needs of the PRP program.
- Ensures all programs and services are compliant with all regulations related to licensing, certification of services, state (COMAR) and government regulations, and CARF accreditation.
- Designs and coordinates extensive orientation and in-service training programs to upgrade staff competencies in clinical and research areas.
- Establishes staff development goals and on-going training agenda for the program.

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- Serves as a liaison to the Core Service Agency (Baltimore City & Baltimore County), and the Mental Health Advisory Board (DHMH).
- Coordinates joint planning with other agencies for a smooth transition to community-based rehabilitation services.
- Coordinates with other PRP Directors to ensure practices, policies and procedures are aligned for industry standards and compliance.
- Manages program development and implementation.
- Represent Community Bridge Builders of Maryland in all networking activities with other providers in the community, businesses, associations, etc.
- Establishes all recordkeeping requirements for the program.
- Monitors all program budgets, consumers' billing and fees, and petty cash.
- Ensures all consumers' rights are protected and that standards and regulations related to safety and health are maintained. Maintains ethical and competent consumer relationships and delivery of services.
- Provides CPR and First Aid as needed.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

The Program Director will manage subordinates consisting of a clinical specialist and rehabilitation supervisors who supervise employees (direct service workers/counselors) in the Psychiatric Rehabilitation Program. The Program Director is responsible for the overall direction, coordination, and evaluation of these employees and program processes. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving concerns.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Master's Degree in Social Work or related discipline plus a minimum of three years of working with emotionally disturbed youth and adults. Demonstrated supervisory/administrative experience in a human service setting directing employees through subordinate supervisors required. Knowledge of Psychiatric Rehabilitation Programs within the state of Maryland, COMAR regulations guidelines, and CARF compliance measures.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSURES, REGISTRATIONS

Valid Maryland driver's license with a good driving record. Licensure in a mental health discipline preferred but not required. Current CPR and First Aid certification.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to handle and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust to focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is predominantly within the office setting, but will occasionally be exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Community Bridge Builders of Maryland is an Equal Opportunity Employer committed to hiring a diverse workforce. We offer a rewarding and challenging work environment for individuals interested in becoming a part of our staff.