

The moment when change is possible

## **JOB DESCRIPTION**

JOB TITLE:	Residential Director
Range:	M9
Program:	Residential
Supervisor:	Executive Director
FLSA Status:	Exempt
Degree of Supervision:	Bi-Weekly or As Needed
Positions Supervised:	Residential Treatment Program Managers, Residential Psychiatrist, Clinical Administrative Assistant, Utilization Manager and others as assigned.
Primary Purpose:	The Residential Director is responsible for oversight of all residential programs within the agency including psychiatric residential treatment facilities and residential treatment homes. This position is responsible for ensuring that the residential programs are managed and operated in keeping with the agency's clinical philosophy and practice guidelines, such that each youth and young adult receives safe and quality care, and in compliance with federal and state regulations and Joint Commission accreditation requirements.
Education and Experience:	Master's Degree in Education, Social Work, Psychology, Sociology or Registered Nurse (Baccalaureate). License preferred or ability to be licensed within 2 years of employment.  Five years post-graduate experience in direct mental health service delivery including clinical, training, and supervisory responsibilities.  Demonstrated ability to maintain relationships with youth, families and external and internal partners.  Credentials to provide licensure supervision preferred.

### **Minimum Qualifications:**

Updated 9/13/18

1. Provide proof of current, valid Oregon Driver's License (or if out-of-state will obtain Oregon license within 30 days), comprehensive automobile insurance (if applicable) and a safe driving record (minimum of 3 yrs.) to use company or personal vehicle for required duties.
2. Successfully pass a Criminal Background Check and Medicaid Fraud Check.
3. Obtain and maintain current Therapeutic Crisis Intervention (TCI) Certification and demonstrate proficiency in TCI Certification procedures.
4. Obtain and maintain current First Aid and Cardiopulmonary Resuscitation (CPR) certification and Food Handlers Card.
5. Obtain and maintain National Provider Identification (NPI) number and credentialing application process.

**Essential Duties, Responsibilities and Core competencies:**

- A. Provide direct one-to-one clinical and administrative supervision to the residential program managers as well as maintain supervisory documentation.
- B. Participate in hiring process for the residential program managers.
- C. Conduct annual administrative performance appraisals for direct supervisees.
- D. Guide, assist and direct the program manager in developing and completing Quality Improvement projects and monitors.
- E. Provide assistance in the development and administration of residential program budgets by identifying ongoing budget needs for program staffing and operations.
- F. Review various program variance reports to identify opportunities for assistance and improvements.
- G. Maintain familiarity with Joint Commission, Oregon Administrative Rules and licensing requirements, individual Coordinated Care Organization, and private health plan for residential programs.
- H. Assure residential program managers are maintaining accreditation survey licensing review readiness.
- I. Be familiar with each residential manager's responsibilities, and ensure they are fulfilled in the absence of the manager.
- J. Assure residential program managers are monitoring clinical documentation and ensuring documentation is timely and thorough.
- K. Safely de-escalate youth and young adults, including in crisis situations, by effectively using verbal intervention skills.
- L. Concisely and thoroughly document daily clinical information. Provide timely accurate documentation to meet billing requirements. Must adhere to Oregon Administrative Rule (OAR) and standards of care.
- M. Assure residential program alignment to clinical practices within Kairos.

- N. Work with program managers to identify research and evidence based practices, as well as emerging best practices for integration into clinical work.
- O. Serve as administrative liaison with school district(s) providing services to residential treatment facilities including oversight of the integration of education and treatment.
- P. Work with residential managers to identify clinical training needs and assure consistent follow-up.
- Q. Promote positive staff relations through communication and implementation of agency policies, procedures and practice guidelines.
- R. Delegate tasks and responsibilities to assure smooth team function and task completion.
- S. Provide and administratively document individual supervision for assigned staff. Ensure ongoing performance management and completion of performance appraisals.
- T. Address issues of concern with supervisees immediately or at the next supervision session.
- U. Provide program support to clinician in documentation of care plans and milieu portion of assessment when applicable
- V. Demonstrate a high level of competence and problem solving skills in risk management, therapeutic interventions, and decision making while considering impact on youth and young adults, staff and other departments
- W. Abide by ethical codes, mission, values, and professional standards, including confidentiality.
- X. Working knowledge and ability to utilize, reference, and follow agency policies, procedures, and guidelines to provide immediate action in daily responsibilities.
- Y. Present a positive attitude, professional demeanor and demonstrated respect with youth and young adults, families, staff, visitors, and community partners.
- Z. Perform all work tasks in a proper and safe manner per established policies, procedures and guidelines to prevent unnecessary injury, time loss and agency expense.
- AA. Comply with all federal, state and agency health and safety reporting requirements.

**Other Duties:**

Perform other related work as assigned.

Attend trainings and meetings as assigned.

May be appointed to committees.

**Attendance:**

Maintain prompt and regular attendance.

Ability to be flexible and adjust schedule as necessary to fit program needs and meet the needs of youth and their families.

**Physical Demands:** The physical demands described here are representative of those that must be met by the staff person to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the staff person is regularly required to use hands to type, handle, reach with hands and arms; talk or hear. The staff person frequently is required to stand and walk. The staff person is occasionally required to sit, stoop, kneel, crouch or crawl. The staff person must frequently lift and or move up to 10 pounds and occasionally lift and/or move up to 45 pounds. Specific vision abilities required for this job include close vision, distance vision, and depth perception and operating a motor vehicle.

**Working Conditions:** The working conditions described here are representative of those that must be met by the staff person to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the staff person is frequently exposed to loud noises, outside weather conditions such as heat, cold and humidity. The staff person is occasionally exposed to chemical solutions and body fluids. The staff may work in varied residential and community environments based on assigned caseload. The conditions of client homes and environment may vary.

**Hazardous Conditions:** Risk of verbal and physical threats and harm from clients. Possible exposure to air and Blood borne Pathogens.

**Equipment Used:** May include general office equipment, such as computer, telephone, agency or personal vehicle, general cleaning supplies, and kitchen utensils/supplies.

**Travel:** Travel is expected for required trainings and providing transportation to clients.

**Other Responsibilities:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities and activities may change at any time with or without notice.

Staff signature below constitutes staff's understanding of the requirements, essential functions and duties of the position.

Staff signature: \_\_\_\_\_ Date \_\_\_\_\_