



EMPLOYMENT OPPORTUNITY

Center for Families and Children
Human Resources Department
4500 Euclid Avenue
Cleveland, Ohio 44103
(216) 432-7257 (Fax)
careers@c4fc.org

<u>Position:</u>	<u>Location</u>
Integrated Healthcare Project Director	East/West Behavioral Health Offices

Job Summary:

Assumes management, administrative and clinical responsibility for all services for the Integrated Health Collaborative Project. Assumes overall responsibility for regulations for privacy and security under the Health Insurance Portability and Accountability Act (HIPAA) for all applicable health information. Works closely with the project staff to develop and implement programs to improve the quality and efficiency of care provided by the project. Provides leadership, vision, and direction to staff.

Job Duties & Responsibilities:

- Provides overall management of the project, including: ensuring adherence to quality standards by staff; providing clear and consistent application of agency policies and community medical standards; ensuring proper documentation of services; and modeling the highest ethical, legal and patient care standards.
- In collaboration with appropriate staff, develops and updates project procedures and medical protocols. Collaborates with practitioner(s) and other project staff as needed. Ensures proper credentialing and peer review of clinicians.
- Participates in hiring process for project staff, as appropriate. Conducts performance evaluations of staff, and incorporates goal setting into development and evaluation process. Promotes effective communication within and between collaborating organizations. Attends all collaborative staff meetings. Contributes to departmental and organizational decision-making through active participation. Works effectively and positively with co-workers and patients.

Responsible for grants management, including:

- Comply with all terms and conditions of the award and satisfactorily perform activities to achieve the program goals;
- Consult with and accept guidance and respond to requests for information from the Government Project Officer, the Grants Management Specialist, and other relevant SAMHSA and Federal staff;
- Agree to provide SAMHSA with all required data;
- Respond to requests for information from SAMHSA and other Federal partners;
- Support and participate in grant meetings, including yearly travel to Washington D.C;
- Produce required SAMHSA reports; and
- Keep Federal program staff informed of emerging issues, developments, and problems.

Performs other duties as required.

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Job Qualifications:

Must have a Master's degree in Social Work or Counseling with Independent Licensure and three to five years of experience.

- Management and supervisory experience-3-5yrs.
- Program design and implementation experience a must.
- Excellent oral and written communication skills including the ability to work in interdisciplinary team settings and computer proficiency
- Excellent organization skills
- Collaborative and cooperative work style
- Abide by all requirements of the Integrated Health Collaborative
- Must have an awareness of and sensitivity to the cultural diversity of the population served.

Application Procedures:

For consideration of this employment opportunity, please submit your application materials to the address, fax, or email address noted below.

**The Center for Families and Children
Human Resources Department
Attention: IHC Project Director
4500 Euclid Avenue
Cleveland, Ohio 44103
HR Fax #: (216) 432-7257
HR Email: careers@c4fc.org**