

Job Title: Assistant Director of Behavioral Health Strategy and Compliance
Reports To: Sr. Director of Programs and Clinical Services

Job Summary:

The Assistant Director of Behavioral Health Strategy and Compliance will be responsible for strategic oversight and ensuring compliance across all behavioral health programs. This role encompasses program management, quality assurance, clinical supervision, internship coordination, billing logistics, and program reporting. The Director will report directly to the Senior Director of Programs and Clinical Services and work collaboratively with other departments to drive excellence in service delivery.

Key Responsibilities:

Strategic Oversight:

- Develop and implement strategic plans for behavioral health services in alignment with organizational goals.
- Lead initiatives to enhance program effectiveness and client outcomes.
- Monitor industry trends and integrate best practices into program operations.

Compliance and Quality Assurance:

- Ensure adherence to local, state, and federal regulations.
- Conduct regular compliance audits and reviews of clinical documentation.
- Establish and maintain quality assurance protocols to uphold service standards.

Clinical Supervision:

- Provide clinical supervision to staff, including therapists, social workers, and counselors.
- Oversee the internship program, ensuring proper supervision and development of interns.
- Organize and lead training sessions to enhance clinical skills and knowledge.

Billing and Logistics:

- Manage the logistics of billing processes to ensure accuracy and efficiency.
- Collaborate with the finance department to address billing issues and optimize revenue.
- Ensure compliance with all billing regulations and procedures.

Program Grant Management:

- Oversee grant management, including budgeting, compliance, and reporting.

- Work with the grant writing team to secure funding for behavioral health initiatives.
- Monitor grant expenditures and ensure adherence to budgetary guidelines.

Program Reporting:

- Prepare comprehensive program reports for internal and external stakeholders.
- Analyze data to evaluate program performance and identify improvement opportunities.
- Implement strategies to enhance program effectiveness and client satisfaction.

Collaboration and Leadership:

- Partner with the Senior Director of Programs and Clinical Services to align program objectives with organizational goals.
- Participate in interdisciplinary team meetings to ensure coordinated care.
- Serve as a liaison between behavioral health services and other organizational departments.

Additional Duties and Responsibilities:

- This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.

Limitations and Disclaimer:

- The above position description is meant to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all responsibilities, duties and skills required for the position.
- All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
- This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

- Requirements are representative of minimum levels of knowledge, skills and/ or abilities. To perform this position successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

This role is Hybrid at Hope Atlanta's discretion. The hybrid schedule is not permanent and may be subject to change based on the needs of the workload

Qualifications:

- Master's degree in social work, counseling, psychology, or a related field.
- Licensed Clinical Social Worker (LCSW), Licensed Professional Counselor (LPC), License Marriage and Family Therapist or equivalent clinical licensure for a minimum of 3 years.
- Minimum of 5 years of experience in behavioral health services, with at least 3 years in a supervisory or management role.
- In-depth knowledge of behavioral health regulations, compliance, and quality assurance.
- Experience with billing processes and program grant management.
- Strong organizational, analytical, and problem-solving abilities.
- Excellent communication and interpersonal skills.
- Ability to work independently and collaboratively within a team.

Preferred Knowledge and Experience:

- Experience in DBHDD Tier 2 services.
- Experience with COA or CARF Accreditation Standards
- Independent clinical license for over 3 years.
- Experience providing clinical training and supervision.

Benefits:

- Competitive salary and comprehensive benefits package.
- Opportunities for ongoing professional development and continuing education.
- Supportive and collaborative work environment.
- Contribution to impactful community-focused work.

Application Process: Interested candidates should submit a resume and cover letter detailing their qualifications and experience to apply@hopeatlanta.org. We are an equal opportunity employer committed to diversity and inclusion in our workforce.

