



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services

Class Code(s): 4041

Phone: (701) 328-3290

STATEWIDE COMMUNITY CLINIC DIRECTOR - DHS

GRADE S

SCOPE OF WORK:

Work involves directing the Statewide Community Clinic Division which is responsible for the coordination and oversight of the public community behavioral health delivery system and other services provided by the eight regional human service centers (HSC). The HSCs are community behavioral health clinics and also provide services such as aging services, children and family services, substance abuse services, crisis/emergency response services, vocational rehabilitation services, and services for people with disabilities. This position reports directly to the DHS Executive Director.

DUTIES PERFORMED:

- Provide direct supervision and oversight to the regional HSC directors and the operations of the HSCs to coordinate statewide services and ensure consistency and quality assurance.
- Plan, organize, implement, and coordinate a behavioral health services program to provide substance abuse and mental health treatment services both in and out of clinic settings.
- Develop, interpret, and recommend policies and goals and objectives.
- Evaluate care, treatment, services, and new concepts and methods to determine efficient and effective delivery system; provide recommendations to Executive Director and DHS Medical Director.
- Assure compliance with state and federal rules, regulations, department policies, and quality assurance targets.
- Establish timeline for HSC accreditation activities and ensure accreditation is maintained.
- Develop and monitor on-going quality assessment of programs; take appropriate corrective action.
- Supervise special projects, legislative implementations, and authorized service expansions and enhancements.
- Attend Regional HSC Advisory Committee meetings and other community stakeholder meetings.
- Represent the HSC and DHS to regulatory agencies, civic groups, stakeholders, legislators, and professional organizations and associations.
- Provide regular reports to Executive Director on operational measures.
- Prepare the base budget with each HSC and present budget to Executive Director, Chief Financial Officer, and legislative committees.
- Review financial reports with HSC Directors; discuss variances, address areas of concern, and inform CFO of budget issues.
- Analyze trends with healthcare coverage and third party payments; assist in forecasting future revenue expectations.

NOTE: The duties listed are not intended to be all inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with a major in business/public administration, psychology, nursing, counseling, human resource management (human services track), vocational rehabilitation, or social work and ten years of administrative or program management work experience in a behavioral health setting. Experience must have included supervision of professional level staff and budget development and management. A Juris Doctorate or a master's degree in one of the specified fields may substitute for two years of the required work experience.

Eff. Date: 6/15