

Oklahoma Systems of Care

SAMPLE - Project Director Job Description

MINIMUM QUALIFICATIONS:

Graduation from a recognized university with a Bachelor's degree in the field of social or human sciences. Minimum of three years work experience social service field and a minimum of one year in an administrative position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises staff making recommendations concerning pay increases, disciplinary actions, performance reviews, hiring and firing.
- Defines workloads with attention given to setting priorities and monitoring progress.
- Oversees, manages and maintains a balanced budget for the Systems of Care site.
- Assures compliance with contractual agencies or legal requirements of program.
- Works as liaison with community agencies and referral sources, representing host Agency and initiating strong cooperative linkage with possible resources.
- Serves on outside committees when feasible.
- Monitors ongoing program development by assessing clients' needs and referral sources.
- Evaluates program effectiveness, reviewing statistical data, caseloads, and staff performance.
- Completes and assures completion by staff of all necessary paperwork, progress notes, special reports and statistical data.
- Meets quality management requirements.
- Maintains safe environment for clients and co-workers by constant follow-up and communication with all agencies involved with treatment or service to client.
- Attends communication meetings or special disposition meetings as required, specifically the State Team and Local Community Teams.
- Maintains a positive working relationship with ODMHSAS.
- Attends staff meetings, workshops, and seminars to learn agency policy, rules, regulations and procedures.
- Participates in on-going in-service training as well as pertinent external training.
- Acts as role model in interpersonal relationships with staff and clients.
- Assists in the development and implementation of programmatic goals and objective.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:

Ability to evaluate situations and adopt an effective course of action

Ability to delegate responsibilities, organize resources and presents facts effectively.

Ability to plan and implement a Community-based program.

Ability to bring together key community stakeholders.

Ability to establish working relationships with clinical, administrative, and support staff in order to develop professionalism and coordination within the team.

Able to establish and maintain an effective working relationship with fellow employees, consumers, family members, and the public.

Ability to see, hear and speak clearly to interact with staff, consumers, family members, administration and the community, both in person and on the telephone.

Ability to maintain strictest confidentiality guidelines for interactions regarding consumer and family information.

Ability to work well under pressure meeting deadlines with efficiency and consistency while maintaining a balance between good physical and mental health and the job requirements.

Such specialized training, licensing and/or certification in mental health services or related field as may be required in order to provide adjunctive services, i.e. Juvenile Case Management Certification and SOC training and updates, etc.

Personality and mature presentation of oneself demonstrating the ability to work with various systems while maintaining objectivity and cooperative attitude.

EXAMPLE OF POSITION RESPONSIBILITIES:

This person is responsible for organizing the community team, conducting meetings, hiring staff and overall supervision and administrative lead for the local SOC efforts.