

ORGANIZATION: Korean Community Services of Metropolitan New York, Inc.

JOB TITLE: Clinic Director

PROGRAM: Article 31 Mental Health Clinic

REPORTS TO: Executive Director

POSITIONS SUPERVISED: Social Workers, Psychiatrists & Nurse Practitioners, Administrative Assistant, Peer Specialist and other clinic staff as assigned

JOB SUMMARY:

Responsible for the daily administrative operation of the outpatient OMH licensed mental health clinic.

ABOUT THE ORGANIZATION: Founded in 1973 as the first community-based social service agency targeting the Korean population, The Korean Community Services of Metropolitan New York, Inc. (KCS) is a nonprofit 501(c)(3) multi-social service organization supported by government agencies, foundations, corporations and concerned individuals. The objectives of KCS are to develop and deliver a broad range of social service programs to meet the various needs of the community. In order to achieve these objectives, KCS provides various professional community service programs in the areas of Community, Aging, Workforce Development and Public Health.

KCS serves over 1,100 individuals daily with the help of 11 Board members, 30 full-time staff, 25 part-time staff, and about 100 volunteers who are all working to make our community better in locations around the greater New York area. There are five site locations in the New York City area including three in Queens, an office in Manhattan and a satellite office in Brooklyn.

JOB RESPONSIBILITIES:

- ❖ Establishes compliance with state and city regulations, including charting and environment.
- ❖ Provides daily management and oversight of operations for a clinical facility.
- ❖ Provides direct supervision to clinic staff.
- ❖ Leads community outreach to referral sources and the community at large.
- ❖ Oversees clinic billing and coding.
- ❖ Oversees mandated levels of service.
- ❖ Participates in development of budget.
- ❖ Leads utilization review committee.
- ❖ Trains staff in the maintenance of clinical records in compliance with all city, state and federal regulations as per the NYC Department of Health and Mental Hygiene, the NYS Office of Mental Health and the NYS Department of Health.
- ❖ Oversees the compliance with managed care requirements, both by clinicians and billing staff.
- ❖ Schedules in agency training/in-service programs, including those that advance the use of evidence-based and best clinical practices.

- ❖ Provides direct clinical services, including, but not limited to, intakes, individual/group/family counseling, and crisis intervention.
- ❖ Reports weekly and as needed to the Executive Director.
- ❖ Performs other duties as required.

JOB SPECIFICATIONS:

Education: Licensed Clinical Social Worker with current, valid NYS registration. A condition of continuing employment is that licensure is maintained.

Training and Experience: 5 years minimum clinical experience (with children, adolescents, and adults). 3 years minimum progressive administrative and/or supervisory experience. Experience and cultural competence with providing clinical services to the Korean-American and preferably other Asian populations.

Job Knowledge: Must have an excellent understanding of relevant NYS and City regulations and contract requirements. Must have knowledge of third party and managed care requirements. Superior written and verbal communication skills are a must. Must be familiar with DSM Diagnosis and evidence-based interventions. Successful track record of leading diverse interdisciplinary staff is essential.

ESSENTIAL SKILLS AND ABILITIES:

- ❖ Ability to work under stress.
- ❖ Ability to think clearly and handle crises.
- ❖ Ability to meet deadlines.
- ❖ Ability to prioritize, think logically and follow procedures and instructions.
- ❖ Proficiency in Korean, Chinese, or Asian language preferred.
- ❖ Demonstrates knowledge of, and supports, clinic mission, vision and values.
- ❖ Demonstrates sensitivity to and understanding of how different cultural backgrounds impact on ability on individual's perception of mental and physical dysfunction.

Interrelationships: Clients, clients’ families, interdisciplinary personnel, personnel from referring agencies, local and state governing bodies, KCS personnel and administration.

Interpersonal Skills

- ❖ Ability to effectively communicate and interact with auditors, regulatory bodies, clients, staff, colleagues, public, other agencies and their staff and third party insurance personnel.

COMPENSATION:

Competitive compensation commensurate with experience. To apply please send resume, cover letter and references to ewlee@kcsny.org and LLee@kcsny.org.