

Date Posted: 9/25/09

**University of Houston  
Graduate College of Social Work**

**JOB OPPORTUNITY POSTING**

**Job Title:** Service Director

**Employer/ Agency:** Polk Mental Health & Family Counseling Associates

**Job Description:** The Service Director is responsible for developing, implementing and managing all administrative and clinical systems of the outpatient adult and child/adolescent mental health care centers.

*Some responsibilities include:* managing fiscal, productivity and utilization data to efficiently allocate resources and deliver services to the target population; selecting, training, and retaining staff; managing information, environmental and fiscal resources; developing program initiatives to improve performance; preparing and monitoring budgets; maintaining quality of care specific to state mandated resiliency and disease management services; supervising clinical coordinator(s), therapists, support staff supervisors, mental health clinicians, and support staff; overseeing utilization management of services provided, records management, and performance evaluations; and reviewing and monitoring authorizations for mental health services.

These clinics cover service provision in Polk, San Jacinto, and Tyler Counties; this includes the supervision of a satellite clinic in Woodville. This position reports to the Outpatient Mental Health Services Program Director.

**Qualifications:**

***EDUCATION:***

Required: Master's degree in Psychology, Social Work, Marriage & Family Therapy or Counseling from an accredited college or university.

***EXPERIENCE:***

Required: At least three (3) years full-time experience in a psychiatric or mental health setting; minimum of one (1) year full-time supervisory experience.

**LICENSES/CERTIFICATIONS:**

Required: Licensure as one of the following: Licensed Professional Counselor (LPC), Licensed Marriage & Family Therapist (LMFT), Licensed Clinical Social Worker (LCSW), or Licensed Psychologist (LP) with the State of Texas.

**SPECIAL REQUESTS OR COMMENTS:**

Required: Must be physically able to complete Satori Alternative to Managing Aggressive Behavior (SAMA), CPR, and First Aid training modules. Must have a driving record insurable by the Center's insurance administrator.

**PHYSICAL REQUIREMENTS:**

Sight, hearing, talking, lifting up to 25 pounds, walking, driving a vehicle, and hand/finger dexterity.

**Salary/Hours:** Generally, 8:00 a.m. to 5:00 p.m., Monday through Friday. After hours as necessary. \$51,200 to \$53,800 annually, depending on qualifications and experience.

**City, State, Zip:** Livingston, TX

**Contact Person:** Stuart Burson  
**Contact Title:** Recruiting Specialist

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***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@sw.uh.edu](mailto:mswjobs@sw.uh.edu) with the hiring details of your new job opportunity. Thank you***