

JOB DESCRIPTION: SPURWINK SERVICES	ASSOCIATE DIRECTOR ADULT PNMI
Effective Date: 4/1/2022	

* Denotes an Essential Function

Title: Associate Director Adult PNMI

Category: AS3

Code: ADIRPNMI

Minimum Education/Certification Requirements: Master's in Social Work, Clinical Counseling or Health Administration from an accredited school. Must maintain relevant licensing and certification throughout the duration of employment with Spurwink in this role.

Minimum Experience Requirements: Two years or more of clinical experience and two years of supervisory and/ or leadership experience in an adult behavioral mental health setting.

Duties and Responsibilities of the Position:

- * 1. Oversee all operations of Adult Residential programming at assigned Adult PNMI program.
- * 2. Interview and hire staff.
- * 3. Train, supervise, and provide performance feedback to staff including residential, program coordinator and medication room manager.
- * 4. Monitor and assist with fiscal management of program, including oversight of payroll, other expenses, client contribution and census.
- * 5. Participate in on-call coverage.
- * 6. Assure that licensing and other required regulations are adhered to.
- * 7. Monitor and assure completion of required authorizations for services.
- * 8. Assist in coordination of trainings.
- * 9. Respond to referrals and complete intakes.
- * 10. Maintain a current Maine driver's license and a clean driving record as outlined in Spurwink's Driving Policy.
- 11. Other duties as deemed appropriate to the position by the Senior Director of Adult PNMI.

Immediate Supervision: Senior Director of Adult PNMI.

Immediate Subordinates: Residential staff, Program Coordinator, and the Medication Room Manager.

Schedule of Employment: Exempt.

Other: As an employee of Spurwink, Associate Director Adult PNMI is expected to adhere to the policies and procedures of Spurwink. They must keep client and employee health care information confidential, and in all other ways comply with Spurwink's policies and procedures implementing the Health Insurance Portability and Accountability Act (otherwise known as HIPAA). Due to the nature of the work of educating, training, and treating clients from diverse backgrounds, staff at Spurwink are required to be trained initially and annually in good health practices, communicable illnesses, and universal precaution procedures. By virtue of the responsibilities of this position, it is reasonably anticipated that the Senior Program Director may be exposed to blood or other infectious materials. Therefore, they will receive blood borne pathogens training (including training regarding Hepatitis B) and will be offered the Hepatitis B vaccination series upon hire.

General Sign Off: The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

Employee Name (Please Print)

Employee Signature

Date