



JOB VACANCY ANNOUNCEMENT
Director

QUALIFICATIONS:

Preference is given to graduates of an accredited college or university and three years of experience in a general administrative staff capacity analyzing and making recommendations for the solution of problems of organization, systems and procedures, program, facilities planning, budget or personnel. Must exercise a thorough knowledge of general building maintenance and custodial services and an understanding of the principles of supervision, organization, financial, personnel and resource management. Must possess excellent organizational, oral, and written communication skills. Must pass background check provided for the agency by the U.S. Department of Justice and the Family Care Safety Registry which includes the Missouri State Highway Patrol, Department of Social Services, Department of Mental Health and Department of Health and Senior Services. Must not be on any "do not hire" list with the Department of Mental Health or the Missouri Division of Family Services

ESSENTIAL FUNCTIONS:

The Director activities and functions shall be coordinated / directed by the Office of the President / CEO. Has immediate responsibility for the overall operation and maintenance of assigned agency facilities, staff, and equipment. Coordinates and administers an adequate plan for the control of operations in accordance with budgetary guidelines. The Director plans, organizes, and directs the non-clinical staff of the Level 1 facility, and Level 2 and 3 office locations. As directed, is responsible for the development and implementation of changes in organization, staffing, and work processing, in order to increase effectiveness and efficiency to reduce administrative costs of the agency.

SUPERVISION:

The Director is supervised and evaluated by the President or designee. This position supervises the Administrative Clinical Supervisor, Clinical Manager, Assistant Director, Director of Community Reentry Services, Prevention and Community Intervention Coordinator, Community Education Specialist, Assistant Director/Client Care or Client Care including Behavioral Health Technicians, Food Service, Maintenance, Transportation, and Clerical staff as required.

Applications are accepted online at www.semobh.org
If you have any questions, please contact the Human Resources Department

SOUTHEAST MISSOURI BEHAVIORAL HEALTH

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Southeast Missouri Behavioral Health is an Equal Opportunity Employer: EOE/M/F/H
