



Clinic Director

Full-time, Onsite/Hybrid

Sunset Park Community Services is seeking an experienced and dedicated Clinic Director to help develop and lead a new Mental Health Outpatient Treatment and Rehabilitative Services (MHOTRS) program in Sunset Park, Brooklyn. We are looking for a dynamic individual with significant experience working in MHOTRS (formerly article 31) programs and leading diverse, interdisciplinary teams.

The Clinic Director will be highly engaged in shaping and optimizing the clinic operations and is responsible for overseeing and managing all clinical and administrative functions. The Clinic Director leads our skilled and committed team ensuring exceptional treatment and high-quality services, widespread and appropriate use of evidence-based practices, a high standard for client experience and satisfaction, strong and efficient central business functions, financial stability across services, and compliance with all federal, state, and local regulations.

The Clinic Director manages the overall performance (regulatory, financial, and quality of care) of the MHOTRS program that will serve children, adults, and their families. The director will uphold the organization's policies and procedures, as well as its mission, vision, and values.

Responsibilities:

- Participate in the design and development of all operational and clinical functions of a new MHOTRS program including workflows.
- Lead the day-to-day operation and coordination of client care services.
- Direct and supervise medical, behavioral health, non-clinical, and other personnel.
- Monitor and manage all clinical and administrative functions (client care delivery, productivity, fiscal, material, and human resources) and monitor service units.
- Ensure sufficient program coverage including after-hours and participate in after-hours coverage.
- Ensure appropriate training and supervision for staff.
- Maintain high quality, person-centered, and trauma informed care that meets established standards.
- Implement and communicate organizational policies and procedures.
- Oversee and run monthly reports of front-end revenue cycle activities, including billing preparation, resolving denials, and monitoring changes in client eligibility.
- Collaborate cross functionally with various departments.
- Communicate program status and quality initiatives with Governing Board/Advisory Board.
- Maintain program quality and compliance with regulations.



- Monitor established objectives and performance metrics for operational and administrative areas.
- Ensure quality and performance indicators meet or exceed expectations.
- Maintain awareness of advances in healthcare, behavioral health, leadership and management models in a changing regulatory and financial landscape.
- Liaise and conduct outreach to programs in the community such as primary care practices, police precincts, schools, and community centers.
- Participate in community planning activities.

Qualifications:

- Licensed Clinical Social Worker, Clinical Psychologist, Psychologist or Psychiatrist required.
- Master's in Healthcare, Public Health or Business Administration preferred.
- Minimum of five (5) years of clinical and administrative work experience in the behavioral health services field.
- Minimum of two (2) years of leadership including supervisory experience in the behavioral health services field.
- Experienced in Healthcare Facility Administration specifically financial/budgets management, performance management and client quality management.
- Experience working at or with MHOTRS (Article 31s) programs preferred.
- Knowledge of OMH requirements regarding operation of MHOTRS program.
- Must be computer-literate with knowledge of Microsoft Office Applications.
- Understanding and knowledge of local community problems and their relation to behavioral health.
- Excellent interpersonal skills and effective communication skills (written and oral).
- Strong problem solving and leadership skills.
- A strong commitment to furthering performance measures through interdisciplinary teamwork.
- Bilingual English/Spanish, English/Mandarin or Cantonese highly desirable.

Compensation and Benefits:

- \$135,000 - \$140,000 per year
- Competitive benefits package

To apply, please submit a resume to lily@sunsetparkcs.org.