

Geauga County Board of Mental Health and Recovery Services
Associate Director Position

The Geauga County Board of Mental Health is seeking candidates for the position of Associate Director. This full time position answers to the Board Executive Director helping to provide oversight to contract agencies of the Board. A bachelor's degree is required; a master's degree is preferred in behavioral health or a related field, with 10 years of experience. Individuals seeking this position should have excellent verbal, writing, and listening skills with the capability of gathering extensive information and providing reports and recommendations based on multiple data sources. Broad knowledge of mental health and substance use disorders, state and federal regulations regarding behavioral healthcare, and an understanding of recovery oriented systems of care is expected.

This position will represent the Board on county, regional and state committees and includes some travel. The Associate Director works with the Board and Board staff to help in the development, coordination, implementation, and evaluation of programs and services funded by the Board. The chosen candidate will help meet federal, state, and local reporting requirements related to Board funded programs, including state community behavioral healthcare plans and local strategic plans. Internally, the position provides supervision and project coordination to the Board's staff and acts as the Board's Client Rights Officer, HIPPA Privacy Officer, and 504 Coordinator.

Please submit a cover letter, current resume, and salary requirements by midnight on December 21, 2018 to the Geauga County Board of Mental Health and Recovery Services, 13244 Ravenna Road, Chardon, Ohio 44024, or online at mhrs@geauga.org.

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