

Job Title: Community Director
Department: Clinical
Reports To: Clinical Director
Salary Range: \$53k – \$60k Annually

FLSA Status: Full-Time
Employment Status: Exempt
Cost Center: Varies By Need

Position Summary: The Community Director provides leadership, oversight, and coordination for designated adult community-based behavioral health programs. This position is responsible for ensuring quality service delivery, regulatory compliance, staff supervision, program performance, and community engagement. The Community Director works collaboratively with agency leadership, clinical staff, community partners, and stakeholders to promote effective operations, positive client outcomes, and high-quality behavioral health services.

Minimum Qualifications: Master's degree in Social Work, Counseling, Psychology, Human Services, or another behavioral science field required. A minimum of two years of post-master's professional experience is required. Appropriate licensure in a social service or behavioral health field preferred. Must possess a valid driver's license, reliable transportation, and an acceptable driving record. Ability to pass required background checks and maintain compliance with all agency policies, procedures, training requirements, and applicable regulatory standards.

Essential Duties and Responsibilities:

- Coordinate and oversee community-based behavioral health programs to ensure effective service delivery, positive client outcomes, and compliance with agency policies, Medicaid requirements, ADMH standards, and applicable regulations.
- Monitor program operations, documentation, treatment plans, safety plans, individualized service plans, workflows, productivity, and quality assurance activities, implementing corrective actions as needed and reporting findings to the Clinical Director.
- Provide leadership, supervision, coaching, and support to assigned staff, including participation in hiring, onboarding, performance evaluations, scheduling, timesheet approval, productivity monitoring, and performance management activities.
- Promote staff development through ongoing training, mentoring, consultation, and professional growth opportunities.
- Serve as a liaison between Central Alabama Wellness, community organizations, referral sources, stakeholders, and the general public while representing the agency in a professional manner.
- Develop and maintain collaborative relationships with community partners, provide education and presentations as requested, and advocate for access to behavioral health services.
- Provide consultation and support during client crises, participate in program development and quality improvement efforts, and communicate significant operational, staffing, or compliance concerns to the Clinical Director in a timely manner.
- Maintain required records, reports, licensure, and training requirements while remaining current on behavioral health best practices and regulatory standards.
- Participate in supervision, staff meetings, trainings, and agency initiatives, and perform other duties as assigned by the Clinical Director or agency leadership.

Knowledge, Skills, and Abilities:

- Knowledge of behavioral health services, community-based treatment programs, Medicaid requirements, and applicable regulatory standards.
- Strong leadership, supervision, staff development, and performance management skills.
- Ability to monitor program quality, productivity, compliance, and operational effectiveness.
- Excellent communication, organizational, problem-solving, and relationship-building skills.
- Ability to work collaboratively with staff, agency leadership, community partners, and stakeholders.
- Proficiency in electronic health records, documentation standards, and data reporting systems.

- Commitment to providing high-quality services and promoting positive outcomes for individuals served.

Physical Requirements:

- Prolonged periods of sitting, standing, walking, and computer use.
- Ability to communicate effectively in person, by telephone, and through electronic communication.
- Ability to travel as needed for meetings, trainings, community outreach activities, and other agency business.
- Must be able to perform the essential functions of the position with or without reasonable accommodation.

Acknowledgement:

I acknowledge that I have received and reviewed this job description and understand the duties, responsibilities, and expectations of this position. I understand that this description provides a general overview of the position and is not intended to include every duty or responsibility that may be assigned. I further understand that this job description is not an employment contract or disciplinary document and that additional duties may be assigned as needed. Central Alabama Wellness is an equal opportunity employer and does not discriminate on the basis of any protected status under applicable law.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____