



Martha's Vineyard Community Services, Inc.

Associate VP of Behavioral Health  
Job Description

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**Job Summary:** This position is an integral part of a bold new initiative to more fully develop Martha's Vineyard Community Services' Island Counseling Center (ICC). Developed in response to the agency's Strategic Assessment and Planning process, the Associate VP of Behavioral Health reports to the VP of Quality and Clinical Operations and assumes full responsibility for the Island Counseling Center.

The Associate VP of Behavioral Health has a number of direct reports, which includes the Center's Clinical Supervisors, and the Clinic Quality Management Coordinator.

Charged with leading a robust outpatient program, the Associate VP of Behavioral Health is the lead point person with Martha's Vineyard Hospital, Martha's Vineyard Public Schools, the five Island police departments, and other community organizations.

The Associate VP of Behavioral Health builds a cohesive and responsive Team and cultivates a strong culture of service to Islanders of all ages. The Director joins with MVCS' management, leadership, and quality management teams to ensure all contract and payer accountabilities are fulfilled and that the Island Counseling Center's relationships with families and other community stakeholders are characterized by trust, communication, and effective response.

The Associate VP of Behavioral Health assures:

- ❖ The service model is fully executed upon, with the highest clinical and operational standards
- ❖ MVCS supervision standards and procedures are maintained
- ❖ External relationships are built and sustained on trust, accountability, and quality
- ❖ A culture of continuous clinical and administrative improvement is fostered.
- ❖ Legal and ethical processes are identified and managed
- ❖ Best practice clinical care is maintained and modeled in clinical practice, supervision, and operations

**Job Duties (\*Essential Job Function)**

1. Implements the new Island Counseling Center Mission Development plan, in conjunction with Mission Development Team. \* The MDP has the following aims:
  - a. Administrate Island Counseling Center and its component programs and services
  - b. In partnership with Human Resource and the Island Counseling Supervisory team, reinforce, strengthen, and build the clinical and support staffing team. Takes action to hire, support, develop, and as needed, terminate employees in conjunction with HR.
  - c. Build a strong, cohesive, and dynamic clinic management team.
  - d. In conjunction with agency clinical and quality supports, including the Clinic

Quality Management Coordinator, develops a Quality Management Program for clinic services and supervises the Coordinator's oversight of this Program.

- e. Provide leadership to restore and strengthen core clinical programs and services:
    - General Clinic Services
    - Enhanced Urgent Care
    - Child and Family Behavioral Health
    - Substance Use Services (Intensive Outpatient Services)
  - f. Strengthen collaboration with key community partners, including MV Hospital, Island Health Center, Martha's Vineyard Public Schools, Law Enforcement, and more
  - g. Stabilize financial performance to achieve operational goals
2. Provides for and/or coordinates clinical and administrative supervision to designated staff following agency supervision standards and procedures, with an eye to the following: \*
- a. Ensures the clinic is sufficiently covered with necessary and effective staff
  - b. Develops supervisory/performance goals with supervisees and monitors goal progress
  - c. Displays exceptional leadership administratively and clinically
  - d. Audits supervisee clinical and administrative work and incorporates into supervisory meetings
  - e. Supports staff in implementing evidenced based practice in clinical care
  - f. Actively provides clinical guidance, consultation, and direction to members of the treatment team
  - g. Checks in with all supervisors, coordinators, and other members of the operational team to ensure staff receive the supervision and support they need.
3. Lead the Island Counseling's Center's Management Team\*by:
- a. Modeling highest standards of professional ethics and clinical practice
  - b. Exemplifying MVCS vision and guiding principles
  - c. Assisting with orienting and training staff
  - d. Providing support and problem-solving
4. Providing guidance to staff to assure compliance with confidentiality laws and regulations
5. Actively participates in performance improvement and other quality initiatives within program and/or agency.

## **Qualifications:**

- ❖ Master's Degree in Social Work, Counseling or related field or other acceptable equivalent
- ❖ Maintains license in good standing.
- ❖ Clinical expertise in working with adults, children, families or other specialty area.
- ❖ Strong supervisory, organizational and planning skills.
- ❖ Demonstrate a working knowledge of information systems, data base management, and processes for data collection and analysis.
- ❖ Possess excellent verbal and written communication skills.
- ❖ Ability to give constructive feedback to clinicians, to understand performance specifications for specific contracts, and ability to communicate with external contract managers.
- ❖ Possesses the ability to work effectively with persons who have diverse styles, abilities, motivations, and backgrounds.

This statement contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically requires, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.