

**Western Montana Mental Health Center**  
**81 W Park St**  
**Butte, MT 59701**

**Position:** Executive Director

**Hours:** Full-time

**Closes:** Open Until Filled

**Salary:** DOE

**WHO AND WHERE WE ARE:**

This is a full-time position to lead our sub-facility in the Butte and Anaconda, Montana, offices of Western Montana Mental Health Center. This sub-facility provides services as follows: Program for Assertive Community Treatment, Out-patient Therapy, Short-term Residential Services, Crisis Residential, Day Treatment, Group Home services, Emergency Detention Services, Jail Diversion, and Prevention and Addiction Services.

Western Montana Mental Health Center (WMMHC) seeks to improve the overall quality of life for patients by taking a holistic, patient-centered and recovery-oriented approach to mental health services. This vision takes shape in a spectrum of integrated behavioral health services centered on respect, hope, and individualized care and collaboration with other local service providers.

This opportunity is excellent for someone who has had supervision and management experience in the mental health/addiction services field and wants to expand their capabilities. Please read the job description carefully regarding the requirements. Feel free to call Karen Harrison, HR Director, at 406.532.8405 if you have any questions.

**BENEFITS:**

This position also offers an excellent benefit package. You have a choice between three health plans, a choice between two levels of dental plans, vision coverage, short-term disability insurance, critical illness coverage, accidental injury coverage, **FREE** life insurance and supplemental life insurance, **FREE** long-term disability insurance to protect your income, contributions toward a Health Savings Account (depending on your health plan choice), or Flex plan. We also provide a 403(b) retirement plan in which you become fully vested immediately. We also offer a very generous paid time off plan and sick leave plan that you can enjoy even during your probationary period.

**ESSENTIAL JOB RESPONSIBILITIES**

Develop, monitor and administer all of the sub-facilities' budgets, monitor monthly revenues and expenditures and report significant variances (more than five percent) to the Chief Operations Officer (COO).

- Participate with the management team in establishing agency priorities, planning, and reviewing of agency policies and programs.
- Ensure adherence to all mental health and addiction services state statutes, rules and federal regulations.
- Prepare for and respond to various audits and ensure implementation of corrective action for recommended improvements.
- Promote the positive image of WMMHC (Western Montana Mental Health Center) services throughout the community. This includes developing community partnerships as appropriate.

- Participate in the development and implementation of WMMHC strategic initiatives.
- Attend management team, local and state meetings as required.
- Establish and monitor meaningful and measureable outcomes through collaboration and coordination with the Quality and Compliance Specialist. These outcomes are to be utilized to provide initiatives for the Executive Director to seek possible future improvements.
- Lead clinical and administrative meetings as appropriate.
- Ensure the provision of clinical training and supervision to all new staff.
- Responsible for hiring, disciplinary action, or termination in coordination with the Human Resources Department.
- Evaluates work performance of direct reports and provides mentorship and leadership where necessary.

#### **KNOWLEDGE, SKILLS & ABILITIES:**

Thorough knowledge of serious mental illness, family and general systems theory, principles and techniques of program development, effective treatment approaches for adults, children and families; knowledge of dynamics of human behavior and social relationships, knowledge of administrative principles including budgeting, public relations and personnel management.

- Must be able to perform independently with minimal direction and supervision.
- Must demonstrate analytical skills to interpret contractual guidelines and requirements for funding streams.
- Demonstrates ability to implement strategic plan objectives and the mission and vision of WMMHC.
- Ability to provide direction, training and clinical supervision to a group of professionals representing various educational backgrounds; ability to relate effectively to staff, clients' family members and other professionals in the community; ability to evaluate current services and develop additional services as needed; ability to communicate effectively orally and in writing.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

#### **EDUCATION AND EXPERIENCE:**

The knowledge, abilities, education and experience may be acquired through a combination of education and experience. However, the following is required:

- Master's Degree in Social Work, Psychology or a related field.
- Five years of progressively responsible administrative experience in programs serving adults with severe disabling mental illness.

#### **LICENSURES & CERTIFICATIONS:**

- Licensed Clinical Professional (LCPC) or Licensed Clinical Social Work (LCSW) required.
- Possess or have ability to obtain valid Montana Driver's License with acceptable driving record.
- Proof of auto liability insurance in compliance with WMMHC's requirements.
- Ability to pass background check upon offer of employment.

**HOW TO APPLY:**

If interested, send resume, cover letter of interest and at least three professional references to the e-mail contact contained in this posting. Once again, call Karen Harrison, HR Director, at 406.532.8405 if you have any questions.