

Clinical Director, Phoenix Houses of New York, Inc.

Position Summary: The Clinical Director oversees clinical and administrative operations for all Phoenix House programs located in facilities in New York State. This person is responsible for ensuring that all facilities under his/her supervision comply with Phoenix House policy and procedures as well as all regulatory and licensing requirements. The Clinical Director will work closely with Phoenix Houses of New York staff to address strategic and financial plans, new program development, and community and media relations - all with a strong bottom line focus.

Key Responsibilities:

- Assist in the management of a budget of approximately \$58 million and a staff of 600.
- Provide leadership and direction for facilities that include adolescent residential and outplacement treatment programs; adult residential and outplacement treatment programs; mental health programs; and, prevention programs. Facilities and programs are located throughout the New York City metro area, Long Island, and upstate New York.
- Drive the execution of all budgeted programs to achieve bottom line results, as well as to develop contingency plans to address any shortfalls that develop during the budget year.
- Translate key goals and strategic priorities into all areas of program development and implementation
- Establish systems to accurately measure progress toward objectives/tasks and provide feedback on results
- Recruit, retain and motivate staff through leadership, goal setting, accountability, and performance feedback & coaching.
- Build internal monitoring and databases information collection systems that facilitate the retrieval and use of organizational and program information.
- Develop relationships with key government officials, community

leaders and agency executives, and the Phoenix Houses of New York Board of Directors

- Participate in meetings, workshops and advisory groups with other drug and rehabilitation agencies and alliances
- Participate in community programs media activities and speaking engagements
- Develop program literature and marketing initiatives to assure that the facilities and programs under his/her direction operate at optimum capacity.

Qualifications:

The successful candidate will have an advanced degree in social work and/or a related mental health field and 10 years of relevant experience with a demonstrated ability to achieve bottom line results and build strong teams. This person may come from the for-profit, the non-profit, public health or government areas so long as she/he has a substantial history managing the operations of an organization that strongly emphasizes mental health, customer service, training, and profit center accountability and performance.

Skills and Knowledge Required:

This person is a hands-on clinician, with mental health experience, who is also a top-notch strategic thinker who can effectively translate ideas into working, fully funded programs. He/she eschews the bureaucratic approach and is always looking for the most effective, creative and cost-effective way to solve problems. He/she is an action-oriented leader - someone who knows how to get things done - who has a strong sense of his/her own accountability and requires the same discipline from his/her staff. This person is a creative manager, self-motivated and results-oriented, who can direct a wide range of activities and successfully accomplish multiple priorities. He/she has extensive supervisory experience and is a strong team-builder and inspired leader who works well with a diverse group of employees from a variety of

disciplines. Passionate and enthusiastic about his/her work, the successful candidate has strong inter-personal skills and is an excellent oral and written communicator. This person is comfortable speaking before large audiences and carrying the mission of Phoenix House to a wide variety of constituencies including staff, community leaders, legislative and court officials, parents of patients and the patients themselves. This person thrives in a rapidly evolving culture that is highly entrepreneurial and is able to transfer his/her enthusiasm for meeting that challenges rapid change brings to his/her staff. The successful candidate knows how to grow an organization and enjoys meeting the challenges rapid growth can bring. This person should have experience in working with staffs in satellite locations. The successful candidate should have experience in dealing with individuals who head businesses, the arts, foundations, government and other organizations, all of whom have an interest in the mission of Phoenix House. A real plus would be if the successful candidate would, with the mention of his/her name, generate a positive expectation and reaction from staff, community leaders, and funders.

Salary Range: Competitive benefits and compensation package.

Reports to: Senior Vice President and New York Regional Director

Location: New York City/Long Island

Please direct all communications for Position 2 to: Mark G. White, Esq. Director of Human Resources, Phoenix Houses of New York, Inc. [718-222-6649](tel:718-222-6649) mgwhite@phoenixhouse.org