**Position Title:**

**Reports To:**

**FLSA Category: Senior Director of Mental Health and Health Services**

**Chief Programs Officer (CPO)**

**Exempt**

**Overview of Organization & Position**

Triangle Family Services (TFS) is a dynamic nonprofit human services agency with an 87-year history of serving families in crisis in Wake County and surrounding communities. Our lifechanging programmatic work includes trauma-focused mental health services, domestic violence interventions, supervised visitation, housing stabilization services, homeless engagement, and financial counseling. (www.tfsnc.org) In accordance with recent growth in services, TFS has a unique opportunity to expand our leadership team; we are seeking a Senior Director of Mental Health and Health Services to provide strategic, administrative, operational and financial leadership and guidance for mental health and heath services and supportive infrastructure of the department.

**Position Summary**

The Senior Director of Mental Health and Health Services will work in conjunction with the CPO to organize, oversee, and lead the successful operations of the organization’s portfolio of mental health and health services.

The Senior Director of Mental Health and Health Services will:

* Supervise and mentor program staff in assigned areas.
* Oversee the effective operations of mental health and health services.
* In collaboration with the finance departmental effectively manage the billing and revenue function for assigned areas.
* Establish annual program, departmental and staff goals and tracking methodology.
* In partnership with the CPO, deploy and allocate resources efficiently and effectively in an effort to balance agency workload, performance and results.
* Participate collaboratively in budget development and the monitoring processes as well as fund development activities that support sustainability and growth.
* Stay abreast of relevant research and emerging practices as well as local community and service system shifts affecting TFS operations.
* In collaboration with the finance department, effectively manage contract funding ensuring accurate budgets and funding to support various programs.
* Stay abreast of organization’s strategy, priorities, and projects in an effort to align departmental goals accordingly.
* Identify and assess potential operations challenges and work to find solutions to maximize efficiency and revenue.
* Work closely with program directors to assess the growth needs.
* Evaluate current program contracts and provide oversight to ensure needs are being met and identify if/when any changes are needed.
* Partner with the finance team to ensure timely completion and submission of program reporting and contract spend monitoring.
* Oversee the internal and external referral process

**Experience, Skills, and Education**

* Bachelor’s degree or equivalent experience required.
* North Carolina Active and Fully Licensed provider (i.e.: LCSW)
* 3-5 years of proven successful services and operational experience, required.
* Excellent verbal and written communication skills
* Demonstrated ability to think strategically and understanding of strategic operational development.
* Excellent organizational skills and detailed oriented
* Work well with a team as well as alone, with little supervision and being held accountable for results.
* Excellent leadership and organizational abilities
* Superior knowledge of industry regulations and operational guidelines and negotiation skills

**Values:**

* Integrity: We act in a manner consistent with our words and beliefs
* Honesty: We deal with each other in a straightforward manner
* Respect: We treat others with care and consideration
* Courage: We pursue our beliefs with strength and perseverance
* Diversity: We seek; value; and respect differences among our teammates
* Balance: We strive for stability and vitality in our lives

TFS provides equal employment opportunities to all applicants and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other

characteristic protected by federal, state, or local laws.

**Working Hours/Conditions**

Onsite, Full-time 40 hours per week Monday through Friday. Must be able to sit or stand for varied periods of time throughout the workday. Some travel for off-site meetings, events or tasks may be required. Work schedule may involve occasional evening and weekend hours.

***TFS requires all employees to be fully vaccinated against COVID-19, where allowed by state or local law unless approved accommodation is applicable.***

**To apply please** **submit a cover letter, resume, and required salary range to resume@tfsnc.org with the position title (Senior Director of Mental Health and Health Services) in the subject line.**