



## POSITION DESCRIPTION

**TITLE:** Director, Mental & Behavioral Health

**DEPARTMENT:** Mental & Behavioral Health

**REPORTS TO:** Vice President, Culture & Innovation

Exempt       Non-Exempt

### **PRIMARY FUNCTION:**

Lead the overall direction, planning, and implementation of the organization's trauma-informed approach, and the mental & behavioral health program to promote the well-being and success of Club members and their families. Provide Club staff with training, resources, and consultations to not only support their well-being, but to ensure compliance with established policies, procedures, and protocols. Oversee the development of individualized member behavior plans and ensure proper documentation is completed to ensure relevant information is available for organizational analysis and decision-making.

### **KEY ROLES (Essential Job Responsibilities):**

#### *Value-Driven Leadership*

1. Provide leadership and training for Mental & Behavioral Health Specialists, and Program Managers to successfully implement behavior management practices in each Clubhouse.
2. Provide guidance for Red Zone meetings so all Clubhouse staff members have the necessary information to support individual members and provide a trauma-informed experience.
3. Lead data collection and program assessment to ensure appropriate follow-through for individual members and the overall success of the mental and behavioral health program.

#### *Partnership Development*

4. Strengthen partnerships with school counselors, public health workers, and other mental and behavioral health focused agencies within the community to increase member and family access to the individualized support that will help them succeed. Represent the organization and interpret its objectives, standards and programs to our partners.
5. Coordinate engagement and services by partners and consultants who can offer specialized instruction, support and guidance to members and staff.



*Strategic Planning*

6. Ensure the implementation of pertinent elements of the strategic plan to realize annual program and organizational objectives.
7. Ensure quality improvement of staff and member programs by conducting evaluations and analyzing assessments of staff and member needs and interests.

*Resource Management*

8. Develop and deliver mental and behavioral health training via distance learning methods and in-person training at local Clubs, conferences, and state events.
9. Manage the resources of the mental & behavioral health program to control expenditures against budget
10. Provide information and feedback on the overall mental & behavioral health program needs and progress to inform the budget development process.

*Resource Development*

11. Collaborate with executive leadership to develop funding proposals for resources to support and expand the mental & behavioral health services the Club provides.

**ADDITIONAL RESPONSIBILITIES:**

- Provide additional support in the Club, directing and supervising members.
- Administer first aid when needed.
- Recommend modifications to maintain progress and respond to the changing needs of our organization.
- Organize and participate in special programs and/or events as needed.
- Assume other duties as assigned

**RELATIONSHIPS:**

**Internal:** Maintains close, daily contact with Club professional staff to interpret and explain organizational mission, program objectives and standards, discuss issues, and provide/receive information. Maintains contact with members and parents as needed to discipline, provide guidance, and develop behavioral plans.

**External:** Maintains contact with external community groups, schools, members' parents and others to provide trauma informed and positive member experiences and to assist in resolving problems and to publicize Club.

**SKILLS/KNOWLEDGE REQUIRED:**

- Minimum of 2 years of experience in behavioral health, youth development, and/or small group facilitation.
- Ability to communicate effectively with members, families, staff, volunteers and community - in person, over the phone, and through email
- Ability to motivate youth and manage behavior.

**GREAT FUTURES START HERE.**



**BOYS & GIRLS CLUBS**  
OF YELLOWSTONE COUNTY

- Ability to organize and supervise youth in a safe environment
- Ability to work independently and in a team-oriented environment
- Excellent problem-solving skills and attention to detail
- Ability to work with people from diverse racial/cultural/socioeconomic backgrounds.
- Mandatory CPR and First Aid Certifications

**SKILLS/KNOWLEDGE PREFERRED:**

- Bachelor’s degree in psychology, sociology, behavioral health, or related field
- Familiarity with Salesforce platform

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

All positions in our Clubhouses have daily interaction with Club members and involve a good deal of standing, bending, twisting and physical/athletic activity one might expect working with school-age youth. Additionally, there will be regular individual lifting of supplies and materials, which could weigh up to 50 pounds.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor should it be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

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Director, Mental & Behavioral Health

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Date

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VP, Culture & Innovation

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Date

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President & CEO

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Date