NORTHEAST OHIO MEDICAL UNIVERSITY (NEOMED)

Job Description

TITLE: Director, BeST Practices in Schizophrenia Treatment (BeST) Center
Position No. A18265 Pay Grade 90
ECLS FLSA (Exempt/Non Exempt)

DEPARTMENT: Psychiatry
REPORTS TO: Chair, Department of Psychiatry
DIRECT REPORT TITLES: Associate Director; Community and Development Manager; Integrated Healthcare Initiatives Manager; Administrative Assistant
DATE: February 2016

SUMMARY: The Director is responsible for leading planning, implementation and evaluation to achieve goals consistent with the mission of the BeST Center, the Department of Psychiatry and the University.

PRINCIPAL FUNCTIONAL RESPONSIBILITIES: Should total 100%

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<th>Brief Detail of Responsibility</th>
<th>% of Time</th>
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<td>1) Working with the Chair of the Department of Psychiatry, the BeST Center director provides leadership in the continuous evolution of the vision and mission of the BeST Center.</td>
<td>20%</td>
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<td>2) Leads the planning, implementation, evaluation and continuous quality improvement for the center, including developing goals, objectives and metrics; Supervises daily operations of the center including the management and supervision of BeST Center staff. The director has direct supervisory authority for the associate director, manager of integrated health care initiatives, manager of communications and development and the BeST Center’s administrative assistant.</td>
<td>20%</td>
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<td>3) Manages and stewards relationships with the center’s funders; Collaborates with executive directors of boards, agencies, advocacy groups and others to execute the center’s programs and activities; Develops and maintains relationships with governmental representatives, managed care organizations and other entities that influence policy and treatment services at the local, state and national levels; Provides presentations and seminars representing the center and provides consultative services to local, regional and national organizations.</td>
<td>20%</td>
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<td>4) Engages national experts and creates linkages with key mental health transformation and research initiatives; Recruits center staff with the appropriate skills and competencies to accomplish the center’s mission; Oversees center’s publications, communications, outreach and engagement functions.</td>
<td>15%</td>
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<td>5) Serves as an investigator on evaluation and research projects implemented by the center; Serves as a member of the non-tenure track faculty of the NEOMED Department of Psychiatry.</td>
<td>10%</td>
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<td>6) Represents the BeST Center externally, including preparing and presenting results from center projects and initiatives at local, regional, and national meetings.</td>
<td>10%</td>
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<td>7) Perform other duties as assigned</td>
<td>5%</td>
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QUALIFICATIONS:

Education: Master’s degree or higher in a mental health discipline, public administration, public health or related fields; M.D., D.O or Ph.D. preferred

Experience: A minimum of ten years of experience in mental health-related leadership. Experience with leading and managing mental health organizations strongly preferred. Desirable skills include project management experience; experience in strategic planning and implementation; and managing budgets and contracts. Demonstrated experience with managing organizational change and implementing clinical best practices strongly preferred. Experience with fundraising and resource development preferred.

The duties listed in the job description above are intended only as illustrations of the various types of work that may be performed. These listed duties are not intended to describe in detail all the tasks that may be assigned but rather to provide a general sense of the responsibilities and expectations. Omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.
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Key Skills, Knowledge and Personal Characteristics:
• Experienced leader with a commitment to and passion for the education, research and service missions of the University;
• Exceptional ability to build and manage collaborative projects and teams;
• Ability to lead and manage organizational change;
• Ability to mobilize private/public partnerships;
• High professional standards and integrity;
• Commitment to excellence;
• Demonstrated success in developing and sustaining effective relationships with internal and external constituents;
• Ability to understand and work with individuals/groups with diverse backgrounds; Excellent written and oral communication skills;
• Excellent interpersonal skills, including abilities to facilitate and mediate;
• Highly developed analytical and organizational skills;
• Excellent work ethic and high energy level;
• Commitment to diversity, equity and inclusion;
• Willing to travel as required

Key Competencies:
• Communication: Builds and maintains open, transparent and effective lines of communication, within and outside the University, to better serve team members and customers; appropriately tailors written and verbal messages to target audiences.
• Business Acumen: Demonstrates a clear understanding of all areas affecting the University’s business (teaching, research, service) – customers (i.e., students, faculty, community), resources, educational trends, new advances – and uses skills in planning, prioritization, decision-making, and resource allocation to drive desired results.
• People Management: Establishes clear and focused expectations and accountabilities, coaches for success, shows managerial courage and champion talent development.

Physical Requirements: General office environment
Must be able to utilize a phone, computer and screen and other office equipment. While performing the duties of the job, the employee is frequently required to sit; talk; or hear and occasionally stand, walk, reach, stoop, or kneel. Must be able to occasionally lift up to 25 pounds.

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