

<b>Job Title</b>	Rural Clinic Administrator
<b>Employer/ Agency</b>	Tri-County Behavioral Healthcare
<b>Job Description</b>	<p>Tri-County Behavioral Healthcare is looking for a Rural Clinic Administrator to join our team in Huntsville, Texas. The Rural Clinic Administrator will answer directly to the Behavioral Health Director and will work in partnership with Quality Management, the Medical Director, and the Director of nursing to ensure clinical and medical related duties are properly supervised and monitored.</p> <p>The Rural Clinic Administrator will:</p> <ul style="list-style-type: none"> <li>• Assist the Behavioral Health Director in creating and leading an expert clinical team through the development of policies and procedures; and through the development of systems and operational guidelines.</li> <li>• Serves as a part of the administrative team of Tri-County managers and has responsibility for ensuring financial performance and administrative excellence for the team in addition to clinical competence.</li> <li>• Must maintain a high degree of professionalism and ensure a harmonious work environment</li> <li>• Responsibilities include the administrative &amp; clinical oversight of all adult outpatient behavioral health services in Walker and Liberty County clinics of TCBHC (in particular, adult rehabilitative and case coordination Services under TRR guidelines to include attention to co-occurring substance use).</li> <li>• Additional administrative duties will include financial and budget management, contract compliance, personnel management, standards compliance and representation on key Center, State, and local committees.</li> <li>• Ensure all staff are properly trained and competent to carry out duties, and will ensure quality documentation is entered into the chart within agency guidelines</li> <li>• Excellent communication and problem solving skills is a must</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Master's degree with clinical intern status and expected licensure in 6 months of employment</li> <li>• LPC-I, LCSW-I, LPC, LPC-S, LCSW, LCSW-S</li> <li>• 3 years of work experience in community Local Mental Health Authority (LMHA) setting</li> <li>• At least 1 year of management &amp; supervisory experience</li> </ul>

<b>Salary/Hours</b>	<b>Full Licensure:</b> Starting Salary \$59,266/yr \$49,696/yr  Increase at 6 Mo. to \$61,235/yr 9 Mo. to \$63,029/yr	<b>LPC-I:</b> Starting Salary  Increase at 6 Mo. to \$51,336/yr 9 Mo. to \$53,030/yr
<b>Employer/Agency</b>	Tri-County Behavioral Healthcare	
<b>Address</b>	1506 FM 2854	
<b>City, State, Zip</b>	Conroe, Tx 77304	
<b>Contact Person</b>	Toshia Jackson	
<b>Contact Title</b>	HR Recruiter	
<b>Telephone Number</b>	936-521-6100	
<b>Fax Number</b>	936-760-2898	
<b>Email Address</b>	<a href="mailto:toshiaj@tcbhc.org">toshiaj@tcbhc.org</a>	
<b>Application Method</b>	<a href="https://tricitycounty.recruiterbox.com/jobs/fk0h3w5/">https://tricitycounty.recruiterbox.com/jobs/fk0h3w5/</a>	
<b>Opening Date</b>		

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