

Job Title	Program Director, IOP
Employer/ Agency	Rice Medical Center
Job Description	<ul style="list-style-type: none"> - Participates in Community Awareness Activities with Assessment Coordinator - Completes initial assessment of patients and coordinates admission to program with the admitting physician and ancillary services of facility per policy - Ensures a therapeutic milieu with a homelike environment - Provides individual, group and family therapy as outlines by the Master Treatment Plan and physician orders - Completes documentation of services provided no later than the close of business day in accordance with the MTP - Submit billing of services provided - Ensures biopsychosocial is completed within stated time frame for all new patients as outline by Policy and Procedure - Orchestrates completed of Master Treatment Plan as outline by policy and procedure - Ensures clinical team meeting for evaluation of patient progress toward gals as outline in the Master Treatment Plan occur no less than monthly but frequently enough to ensure clinical service goals are met and program developments are communicated, understood and implemented - Conducts and oversees Chart Audits to ensure the medical record in compliant per policy and procedure and the documentation reflects the problems, goals and progress for the treatment plan - Works in coordination with facility business office designee ensuring all billing is accurate, timely and completed - Provides summary of program specifics of issues to CEO on a weekly basis - Completes a monthly operating reports on a monthly basis - Reports any and all adverse incident to the Facility CEO and or COO immediately - Addresses any complain made about services from any source with the CEO and executed an appropriate response - Maintains a log of all complaints including analysis, action plan, follow up and resolution - Provides oversight and clinical supervision of all personal - Assists with hiring and termination as needed with approval of CEO - Ensure timely completion of payroll - Approves PTO based on employee and pragmatic needs - Conducts employee evaluation with clinician annually and provides ongoing feedback to each therapist concerning quality of clinical services and work performance - Continually assesses the need for training of therapist, techs, drivers,

	<p>nurses and other staff as appropriate and provide routine training for all staff to ensure patient safety, compliance, therapeutic milieu and employee safety</p> <ul style="list-style-type: none"> - Schedules staff and contract labor to optimize financial and human resources consumption - Participates in operation planning to insure departmental contribution to organizations operation and strategic plan, goals and objectives - Participates in revenue cycle management activities to insure compliant and accurate billing - Reports any and all compliance concerns to COO - Participates in organizational budgeting process and develops departmental budgets - Monitors departmental performance against safety, quality, operations and financial measures
Qualifications	Masters, Social Work
Salary/Hours	DOE
Employer/Agency	Rice Medical Center
Address	600 S. Austin Road
City, State, Zip	Eagle Lake, Texas 77434
Contact Person	Velma Loya
Contact Title	Administrative HR Coordinator
Telephone Number	979-232-7102
Fax Number	979-234-3000
Email Address	vloya@ricemedicalcenter.net
Application Method	Email resume to vloya@ricemedicalcenter.net
Opening Date	05/01/2017

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.