Job Description:
Director of Behavioral Health Support Program

The Director of the Behavior Health Support Program shall be appointed by the Board of Trustee
upon the recommendation of the President. The salary and term of employment shall be fixed
by the Board of Trustees upon the recommendation of the President. The person in this
person reports to the Dean of Health Sciences or as designated by the President.

QUALIFICATIONS:
The Director must have a master’s degree in behavioral health, psychology, social work or
another related field. The preferred candidate would have at least 3 years’ experience working
with individuals in behavioral health settings. In addition, preference will be given to individuals
who have teaching experience.

DESCRIPTION:
This position is responsible for coordination and oversight of the behavioral health support
program. This position will be responsible for instruction as directed in the BHS program. This
position will also be responsible to coordinate, schedule, and evaluate clinical experiences for
students. This is a full-time salaried, FLSA exempt position covered by the Public School
Retirement System of Missouri (PSRS).

The Director of the Behavior Health Support Program is responsible for:

1. Developing the philosophy, objectives, and the curriculum for the program; implement and
   evaluate curriculum;
2. Reviewing and revising curriculum with faculty, which includes comprehensive systematic
   program assessment and review;
3. Coordinating program and activities across all MACC campuses;
4. Maintaining communication between Behavioral Health Support faculty and MACC
   administration;
5. Making departmental decisions in collaboration with the Dean of Health Sciences and seek
   appropriate input from the faculty;
6. Developing and maintaining clinical relationships with practicum partners;
7. Coordinating practicum experiences, prepare schedules, and comply with identifies
   regulations;
8. Making recommendations for the budget to the Dean of Health Sciences;
9. Scheduling and conducting regular meetings of the faculty;
10. Preparing and submitting reports to state and federal bodies as necessary;
11. Recruiting and recommending faculty;
12. Conducting orientation of faculty; evaluating faculty in collaboration with the Dean of Health Sciences;
13. Advising faculty as necessary to maintain consistency in program;
14. Recruiting students
15. Maintaining open door policy for students to provide open communication;
16. Giving guidance and assistance to students on a regularly scheduled basis and serve as a student academic advisor;
17. Conducting ongoing student and program assessment activities and participate in student problem-solving activities in collaboration with the Dean of Health Sciences;
18. Fulfilling obligations as faculty member;
19. Attending all college faculty meetings and the three (3) required staff development sessions;
20. Representing the Moberly Area Community College Behavioral Health Support Program at professional meetings and at public functions when appropriate;
21. Collaborating with Behavioral Health Support advisory committee and maintain positive communications within the career field;
22. Working with the Dean of Health Sciences to maintain necessary approvals and accreditations for the program;
23. Performing other duties as assigned by the Dean of Health Sciences or the President of the college.