



Community Mental Health Partnership of Southeast Michigan Job Description

Job Title: Substance Use Services Clinical Director

Supervision Received: Chief Executive Officer

Tier: E

Salary Range: 90,317 – 130,073

FLSA Exempt Status: Exempt

Position Status: Full-time

Last Updated: August 5, 2025

Job summary

Under administrative supervision of the CMHPSM Chief Executive Officer (CEO), the CMHPSM Substance Use Services Clinical Director provides leadership and oversight for the provision of the array of services including services provided for Substance Use Disorder (SUD) treatment in the CMHPSM region. The Substance Use Services Director is responsible for monitoring and evaluating all functions of contracted SUD treatment services, and for participating in the monitoring of the CMHSP partners in conjunction with the CMHPSM staff. The Substance Use Services Director is a staff liaison to the SUD Oversight Policy Board, providing leadership, information and coordination to the activities of this Board. In addition, the position oversees the creation and implementation of the CMHPSM Regional Strategic Plan for SUD prevention and treatment services and provides periodic updates to the CMHPSM Board on implementation activities.

Essential Duties and Responsibilities

- Establishes and maintains effective working relationships with the CMHPSM Board of Directors, Oversight Policy Board, staff members, community members and various public and private organizations
- Represents the CMHPSM at required MDHHS meetings
- Represents the CMHPSM in PIHP Statewide activities such as the Substance Use Disorder (SUD) Directors Committee
- Participates in the development of the CMHPSM's mission, vision, goals and other strategic planning activities
- Responsible to assist in development of the annual budget and projected expenditures for SUD treatment and prevention and to monitor financial status on a monthly basis
- Participates in CMHPSM delegated function audits on contracted providers
- Oversees the monitoring CMHPSM SUD providers for SUD treatment services. Reviews corrective action findings and improvement plans
- Researches, reviews, analyzes and writes reports of findings for areas within the scope of responsibility
- Participates in CMHPSM strategic planning, analyzes data and trends, identifies opportunities for improvement, measures performance and reports outcomes
- Directs, develops, measures performance, schedules, trains, disciplines and coaches professional and support staff; recommends selection, promotion, compensation and termination of direct reports.
- As a CMHPSM staff liaison to the Oversight Policy Board (OPB), in partnership with the Human Resources and Regional Coordinator, creates agendas, submits Board action requests, coordinates the membership with the partner CMHSPs and the local County Board of Commissioners, supports the OPB Chair in management of meetings, follows through with OPB requests between meetings, keeps OPB informed of regional, state, and national trends and information
- Exercises discretion and judgment when representing the interests of the CMHPSM
- Understands, adheres to and maintains competency with MDHHS and applicable accreditation standards, policies, procedures and contract requirements of all applicable funding sources

- Reviews and interprets MDHHS/PIHP Specialty Services Contract Practice Guidelines to inform service delivery
- In conjunction with CMHPSM treatment and prevention staff, develops and submits as required by MDHHS a strategic regional plan for SUD Treatment and Prevention services
- Assesses regional needs to ensure access to services is efficient, equitable, and meets MDHHS standards.
- Represents CMHPSM in local communities to ensure positive relationships for community initiatives
- Administrative oversight of Utilization Management functions for CMHPSM contracted SUD services
- Participate in developing consistent Access and Eligibility Determination standards across the region
- Administrative oversight of the development of Utilization Management protocols for SUD services and monitors SUD providers for local implementation compliance.
- Participates in development of and improvements to regional Electronic Health Record to increase efficiency of data entry and the accuracy and completeness of data related to encounters and MDHHS required reporting i.e. MMBPIS and BH TEDS.
- Provides training throughout the region in specialty areas
- Oversees development and release of Requests for Proposals as relates to new and ongoing SUD treatment services
- Participate in Network Adequacy assessments for SUD treatment services

Education and Experience Requirements

1. Master's degree in the field of Social Work, Psychology, Nursing, Public Administration or other related Behavioral or Medical Science required
2. Minimum of 5 years of professional experience in a managed care, community mental health or substance use disorder services setting is required
3. Minimum of three years' experience with program evaluation, healthcare funding, program planning, and administration
4. Must have knowledge of theories of prevention as well as treatment aspects of care. Must have knowledge of public policy initiatives

Licenses and Certifications

- Possession of a valid Driver's License is required
- Professional licensure through the State of Michigan necessary to carry out relevant clinical responsibilities of the position is required, e.g. LMSW or LLP
- Certified Advanced Alcohol and Drug Counselor (CAADC) through accepted accrediting body
- Certified Clinical Supervisor (MCBAP)

The qualifications listed above are guidelines. Other combinations of education and experience that could provide the necessary knowledge, skills and abilities to perform the job shall be considered.

Competencies Required

- Ability to read and interpret contract and other legal documents
- Ability to gather and/or analyze data sets
- Skill in designing policies and procedures and facilitating process improvement
- Ability to organize large amounts of documentation for auditing purposes
- Ability to use judgment when producing appropriate documentation to meet external requirements
- Ability to use interpersonal skills to develop relationships with other agencies and departments, as well as work independently and as part of a team
- Ability to adapt verbal or written communication style to broad audience
- Ability to resolve issues for a wide variety of individuals and agencies
- Ability to initiate and manage projects with little direction
- Skill in providing leadership and professionalism in all interactions
- Skill in identifying and managing changes to policies and procedures
- Skill in delegating tasks appropriately

- Ability to effectively manage direct reports to produce desired outcomes
- Ability to judge quality and plan for improvements
- Skill in inspiring ethical behavior and resolving ethical dilemmas
- Ability to apply strategic thinking to complex situations
- Ability to adapt to frequently changing circumstances

Physical Demands and Work Environment

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a computer screen and hearing and speech sufficient to communicate in person or over the telephone.

Special Position Requirements

This position requires possession of a valid Michigan driver's license or method of transportation to travel within the CMHPSM region and to meetings outside of the region when requested.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

This job description has been approved by the Chief Executive Officer:

Signature _____

Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Name _____

Signature _____

Date _____