Administrator

Complete oversight for 3 different community based behavioral programs

- **Requirements**
  - LCSW/ MFT/ LPCC
  - 3-4 years of experience in admin management in healthcare setting
  - 1-2 years of staffing, budgeting program planning and licensing supervision
  - **Must meet 90% of requirements to be considered**

- **Details**
  - Manages all aspects of day to day operations of program
  - Budget, compliance regulations, quality assurance
  - Acts as program rep to State/ County, community partners and consumer groups
  - Plays off Clinical Director’s strengths

- **Compensation/ Perks:**
  - Salary - $90-98k
  - Mileage Reimbursement
  - Cell Phone & Laptop provided
  - Bonus Program – based on profitability to budget
  - Comprehensive medical benefits

- **Schedule: Mon-Fri 8-5; On-Call only for LEO/EMS no riving or scheduling required**

**Interview/ Submission Process**

- Initial Maxim Phone Screen
- Submission to Organization POC
  - Resume (explanation of gaps larger than 30 days)
  - License Verification
  - Salary Requirement
  - Notice requirements (if applicable)
- Organization Conducted Phone Screen
- In-person Interview w/ Regional Admin
- **ADMIN ONLY - In-person Interview w/ President of Organization –**
  - flown to Corporate Headquarters (travel expense paid by company)