



**Submitted By:** Laura Adams  
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**Date:** 12/6/18

**Employer Name:** Hazelden Betty Ford Foundation  
**Employer Phone:** N/A  
**Location:** 867 N Dearborn, Chicago IL 60647

**Position Available/Job Title:** Director, Chicago Services

**Description: Essential Duties and Responsibilities:**

Develop and manage the delivery of outpatient clinical services and structured recovery housing (SRH) in the Chicago market, including chemical dependency and mental health services. Provide supervision and oversight of the day-to-day clinical and non-clinical operations including accountability for the site budget, compliance with Hazelden Betty Ford Policy and Procedures, Joint Commission and legal standards. Develop and maintain positive working relationships with key stakeholders including the Executive Director of the East Region and allied staff, and corporate services to ensure the budget objectives are achieved and operational and clinical functions are aligned and deliver high quality care and customer and referent satisfaction. Ensure robust 12 Step/Abstinence based treatment programs and fidelity to the HBF model of outpatient treatment to promote outcomes, including implementation and ongoing adherence to the COR12 program. Ensure selection, training and development of clinical and support staff to promote personal and professional development, teamwork and engagement of patients in treatment and continuing care. Ensure outpatient clinic operations and structure recovery housing meet the needs of patients, customers and stakeholders and achieve targeted operational metrics in alignment with the Hazelden Betty Ford Strategic Plan and annual business goals.

Facilitate the development of new and/or the improvement of existing processes and infrastructures within the Outpatient and Structured Recovery Housing programs to result in the achievement of key quality measures within budget. Develop positive community and referent relationships to promote knowledge about HBF services. Develop and manage outpatient and structured recovery housing operations in Chicago to support strong employee engagement, patient and customer satisfaction, fidelity to the HBF model of care and annual budget. Facilitate the delivery of state-of-the art clinical care: Provide crisis management services in order to prevent, reduce or eliminate emergencies. Acts as a mentor/coach to counselors in training, interns, professionals in residence, referents in order to provide training and feedback on philosophy, key processes, performance and standards of care. Ensure compliance with applicable laws, regulations and policies and procedures. Serve as a Privacy Representative for the center. As a supervisor, this position is responsible for:

- a. Facilitating the selection, placement and development of new and existing outpatient and SRH employees and retention of contractors to provide clinical services.

- b. Conducting one-on-one performance communication sessions with direct reports to measure progress on goals, development plans and provide feedback on progress on a regular basis, including formal annual performance communication
- c. Maintaining current job descriptions for all positions
- d. Maintaining awareness of HBF policies and procedures

**Educational Requirements:**

Master's Degree

**Other Qualifications/Experience:** LCPC Clinical license, CADC or equivalent, 5 years experience in substance abuse treatment with at least two years in a supervisory role.

**Materials Required:** Cover Letter, Resume, Reference List

**Please Submit To:** <https://careers-hazelden.icims.com/jobs/6917/director%2c-chicago-services/job>

**NOTE:** *This job posting will remain on the NIEAPA website for 45 days from the date of posting. If you wish to remove it sooner, please contact NIEAPA@corpevent.com*