

# Director of Programs, Training, and Education(5+ yrs exp req./LSW and/or LPC req.)

[Mental Health and Recovery Board of Ashland County.](#)

1605 County Road 1095, Ashland, OH 44805

Hybrid work

From \$62,000 a year - Full-time

## Benefits

Pulled from the full job description

- Travel reimbursement
- Flextime
- Tuition reimbursement
- Health insurance
- Paid time off
- Dental insurance
- Life insurance

## Full job description

### About the Role

The **Director of Programs, Training, and Education** plays a pivotal leadership role in ensuring high-quality behavioral health programs and services for the Ashland County community. Reporting to the Executive Director, this position provides clinical oversight, leads program development, coordinates community training and education, and ensures compliance with client rights, civil rights, and HIPAA regulations.

This is an opportunity for an experienced behavioral health professional who enjoys blending clinical expertise, program management, community engagement, and compliance oversight.

### Key Responsibilities

#### Program Leadership & Clinical Oversight

- Monitor state hospital admissions, discharges, and involuntary treatment cases.
- Ensure consumers are placed at the appropriate level of care.
- Track youth in out-of-home placements and oversee forensic and residential services.
- Provide clinical consultation to the Board, staff, agencies, and community partners.

#### Program Development & Innovation

- Lead community needs assessments to guide resource allocation.
- Promote evidence-based practices across partner agencies.
- Coordinate training and technical assistance for agency staff.

- Develop state-required plans (Capital Plan, Community Plan, etc.).
- Pursue grants and other funding opportunities.

## Program Monitoring & Evaluation

- Develop and implement the Board's Quality Improvement Plan.
- Oversee continuous quality improvement (CQI) activities with agencies.
- Review reports, utilization data, fidelity reviews, and housing inspections.
- Monitor waitlists, service access, and Major Unusual Incidents (MUIs).
- Stay current with state standards and clinical best practices.

## Training & Community Education

- Lead training, professional development, and public awareness initiatives (e.g., Suicide Prevention and Prescription Drug Abuse campaigns).
- Manage grant-funded projects, including writing, budgeting, and reporting.
- Coordinate community coalitions and collaboratives (e.g., Suicide Prevention Coalition, Older Adults Collaborative).
- Organize educational events, conferences, and community engagement activities.
- Oversee Board communications (newsletter, website, social media).
- Maintain promotional and educational resources for public distribution.

## Compliance Oversight

- **Client Rights Officer** – Investigate grievances, uphold consumer rights, and review policies.
- **HIPAA Compliance Officer & Security Officer** – Ensure privacy and security of health information (see Attachments).
- **Civil Rights Compliance Officer** – Serve as the designated officer under Board policy.

## Qualifications

### Required:

- Bachelor's degree in counseling, social work, or a related field (Master's preferred).
- Active Ohio license/certification as one of the following: Social Worker, Professional Counselor, Marriage & Family Therapist, or Certified Prevention Consultant.
- Minimum 5 years of experience in behavioral health care.
- Strong communication skills (written and verbal).
- Valid driver's license.

### Preferred:

- Independent licensure in Ohio.
- Administrative or management experience.
- Experience in multi-system collaborative planning and program implementation.

## Compensation & Benefits

- **Annual Salary:** \$62,000 – TBD (commensurate with education and experience).
- Full-time, unclassified (Professional) with benefits package.
- Flex time available per Board personnel policies.
- Mileage and travel expenses reimbursed per policy.

## Work Environment

- Standard hours: Monday–Friday, 8:00 a.m. – 4:00 p.m. (evening hours may be required).
- Local in-state travel as needed.
- Reports directly to the Executive Director.

## Compliance & Oversight

In addition to program leadership, this position carries designated compliance officer responsibilities:

- **Client Rights Officer**
- Ensure consumer rights are upheld with dignity and respect.
- Investigate complaints and grievances according to Board policy.
- Recommend improvements to rights-related policies and practices.
- **HIPAA Privacy Officer**
- Safeguard patient health information and oversee privacy practices.
- Provide privacy training to staff and partners.
- Investigate and respond to privacy complaints and concerns.
- Stay current on federal and state privacy regulations.
- **HIPAA Security Officer**
- Oversee policies to protect the confidentiality, integrity, and availability of health data.
- Monitor security risks and breaches; ensure corrective action.
- Provide staff training on data security.
- Ensure compliance with federal and state security standards.
- **Civil Rights Compliance Officer**
- Ensure Board programs and services comply with civil rights laws and Board policy.

Promote equity, inclusion, and nondiscrimination in services and programs.

Job Type: Full-time

Pay: From \$62,000.00 per year

Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Tuition reimbursement

Experience:

- Behavioral healthcare: 5 years (Required)

Work Location: Hybrid remote in Ashland, OH 44805

Please send applications to:

[ashmhrb@ashlandmhrb.org](mailto:ashmhrb@ashlandmhrb.org)

