

Assistant Superintendent

Job Status

Open - open and accepting applications

Job Reference Number

209699

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Compensation

\$105,000 - \$120,000/annually

** Salary can vary depending upon education, experience, or qualifications.*

Position Summary & Responsibilities

Position Summary:

The Assistant Superintendent [Adm.] reports directly to the LSH Superintendent and supervises the Clinical Program Directors for the State Security Program, Sexual Predator Treatment Program and Psychiatric Services Program, the Due Process Manager, Quality Manager, Risk Manager, and the Chaplain. This position assists in overseeing accountability for meeting the clinical needs of the programs, assists in overseeing the Due Process Manager and grievance processes, Quality Manager and Risk Management duties, and chaplaincy services. Duties include assisting with budget oversight, monitoring clinical staffing needs, maintenance of standards, State and Federal Regulations, Statutes, and oversight of performance improvement processes.

This position serves as delegated authority for the Superintendent as determined by the Superintendent. This position works in cooperation with other members of leadership to assist in managing oversight of data collection as requested and agency adherence to data requirements. In addition, this position is responsible for ensuring program policies and procedures are in compliance with statutes and practice. This person serves as a role model in leadership and management, coordinating and overseeing special projects, providing supervision, and evaluating systems and processes for improvements and efficiencies.

Collaborates with other agencies, community members, and others to meet the goals of the agency.

Job Responsibilities may include but are not limited to the following:

Organizational Leadership:

Works alongside Superintendent and Assistant Superintendent of Campus Security and Safety to guarantee hospital goals are accomplished. Provides communication both internally and externally on behalf of the Superintendent, represents the Superintendent when needed, and provides decision making when necessary. Regularly works alongside the State Hospital Commission to identify opportunities to improve quality of service to patients/residents and a better work environment for staff.

Serves as a member on Administrative Executive Committee (AEC), the Employee Executive Committee (EEC) as assigned, Risk Management Committee, and Clinical Executive Committee (CEC). Participates in planning, policy establishment, problem solving and decision making. Consults with and advises Superintendent, CFO, Program Directors and Department Heads, analyzing the impact of data and processes on the overall agency mission. Interacts with agency staff, State Hospital Commission, general public, counterparts from other agencies and elected officials to maintain good will through clear communication, cooperation, and compromise. Participates in strategic planning processes.

Oversees Risk Management, Quality Management, and Due Process activities and ensures compliance with Risk Management plan, Kansas Statutes, Patient Rights, Accreditation, standards, and Regulations. Oversees the Chaplain and any chaplaincy services and needs requested and provided to patients/residents.

Troubleshoots issues with Program Directors and other members of Leadership, keeping the Superintendent informed of critical incidents and other issues as warranted. May serve as Incident Commander during critical incidents.

Supervision, Oversight, and Administration:

Supervises and works alongside Clinical Program Directors, Quality Manager, and Risk Manager to ensure compliance with all applicable standards and laws, to ensure safety and security of the facility is protected, treatment needs and program goals are met as well as desired outcomes and compliance with provisions of hospital policies and procedures adhered to. Ensures compliance with state and federal laws, rules and regulations, and standards of appropriate accreditation and certification organizations. Assists Program Directors in the development and oversight of the Performance Based Budget. Testifies as needed in budget hearings.

Oversees and reports directly to the Superintendent regarding critical situations, and other activities for the organization. Works closely with the Assistant Superintendent for Campus Security and Safety as well as the Chief of Safety/Security during critical situations to help oversee emergent issues and ensure proper security of the physical plant, compliance with applicable laws, including proper response to situations, ensuring overall agency mission, goals and objectives for the agency are met. Works closely with the Chief Financial Officer to ensure physical plant is maintained and repairs are completed timely. Oversees Program policies and procedure development working with Program Directors to ensure compliance within the programs. Ensures hospital accreditation compliance is met, Risk Management Plan is up to date and timely submission of agency surveys and licensure requirements are met.

Coordinates and prioritizes services provided through work assignments, problem-solving, follow-up and evaluation to assure timely, accurate operations. Coaches, supervisees, promoting teamwork, trust and a cooperative work environment. Provides timely information on performance indicators and gives frequent feedback.

Special Projects and Performance Goals:

Assist in the development of Quality Assurance Performance Improvement goals, identify factors that contribute to a desired performance or outcome and how those factors can be maintained, improved or strengthened and educates staff on processes, and ensure proper auditing and tracking of corrective action plans to meet identified outcomes. Ensures KDHE licensure requirements are met and annual license renewal occurs.

Ensures the agency's annual report is completed timely, gathering information and compiling report for Superintendent's final review. Develops trainings for specific issues and provides education to staff.

Other duties as assigned by the Superintendent.

Qualifications

Minimum Qualifications:

- Master's Degree (MA or MS) in Psychology, Counseling, Social Worker, or Other Related Fields
- Licensed as a Master's Level Professional by the Kansas Behavioral Sciences Regulatory Board (e.g., LPC, LCPC, LMLP, LCP, LMSW, LCSW)
- At least two years of administrative and supervisory experience

Preferred Qualifications:

- Experience overseeing the functions of a department, program, and/or organization
 - Knowledge of state and federal laws, rules and regulations regarding program certification.
 - Knowledge of quality improvement practices and risk management for healthcare setting
 - Five years of administrative and supervisory experience.
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- Experience with the development of Policies and Procedures
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- Experience with assessments and evaluations of individuals for diagnostic and treatment planning for severe mental illness

Post-Offer, Pre-employment Requirements:

- Ability to pass a KBI background and pre-employment drug test.

Recruiter Contact Information

- **Name:** Mitchell Smith
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