

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION			BAND		GRADE	SUBGRADE		FLSA STATUS	
Director			D		6	1		Exempt	
POSITION TITLE:		Behavioral Health Assistant Director (Clinical)			POSITION#:	501090			
☐ New ☒ Revised		Date:		1/22/2026					
SERVICE TYPE:				NON-REP MANAGEMENT					
				Department:	Health Department	Supervisor:	Behavioral Health Division Director		
FTE:	1.0			Employment Status:		Regular Full Time			

Position Summary:

Under general direction of the Behavioral Health Division Director, and in collaboration with Health Services leadership, provides leadership and oversight for the in-scope clinical behavioral health service portfolio. Responsible for translating Health Services and divisional strategy into coordinated clinical operations across programs, ensuring high-quality, compliant, and sustainable service delivery.

Oversees clinical leadership staff including program managers, and is accountable for cross-program performance, clinical standards, and resource alignment. Works in close partnership with the Health Services Business Office and Financial Services Department to support clinical services that are operationally supported, compliant, and fiscally sound.

Contributes to division-wide strategy development and advises the Division Director and Senior Leadership Team on clinical system performance, emerging needs, and service improvements.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	MFA: Clinical Portfolio Oversight & Performance Essential Duties: - Provide leadership and oversight for in-scope behavioral health clinical programs through supervision of Program Managers. - Ensure through program managers that clinical standards, service quality, and performance outcomes are consistent across programs. - Monitor program performance metrics and direct corrective actions as needed. - Support Program Managers in resolving complex clinical, operational, and personnel issues. - Ensure integration and coordination across clinical programs to support a cohesive system of care. - Promote a culture of accountability, continuous improvement, and person-centered service delivery. - Assure ethical practice and confidentiality are maintained.	35%

2	MFA: Strategy Implementation, Leadership & System Alignment Essential Duties: • Translate strategic priorities into operational plans across clinical programs. • Ensure alignment of program goals, workflows, and service models with division-wide direction. • Identify system gaps, emerging trends, and service needs; recommend strategic adjustments to the Division Director. • Support development and implementation of new service models and program expansions. • Participate in division, department, and Health Services strategic planning processes. • Provide leadership support for organizational change management, workforce planning, and implementation of division initiatives. • Assist in developing operational priorities and resource recommendations to support sustainable clinical service delivery.	25%
3	MFA: Compliance, Quality & Risk Management Essential Duties: • Partner with the Health Services Compliance Officer to monitor regulatory changes, audits, and corrective action plans. • Oversee quality improvement activities across clinical programs, using data to drive decision-making. • Identify and escalate systemic risks related to clinical care, compliance, or operations. • Ensure clinical programs consistently implement documentation, billing, and clinical standards across programs. • Support implementation of quality assurance and utilization review activities.	15%
4	MFA: Operational Integration & Infrastructure Alignment Essential Duties: • Partner with the Health Services Business Office to ensure clinical services are supported by effective operational systems, including scheduling, billing workflows, and facility use. • Align clinical program needs with operational capabilities and constraints. • Address cross-functional challenges impacting service delivery and access. • Ensure Program Managers effectively coordinate with operational support teams. • Collaborate with Finance and administrative leadership regarding operational impacts of service delivery decisions.	15%
5	MFA: Leadership, Partnerships & Representation Essential Duties: • Serve on the Health Services leadership team and contribute to department-wide decision-making. • Represent the division in community partnerships, coalitions, and system planning efforts as assigned. • Provide consultation and technical expertise to internal and external partners. • In partnership with the Health Services Communications Team, support communication strategies that promote access to and understanding of services. • Support department-wide goals and initiatives, occasionally backing up other Division Directors as needed to ensure continuity of leadership and service delivery across the Department. • Promote collaborative relationships across County departments, divisions, providers, and community partners.	10%

	And other duties as assigned.	
Percentages should total 100%		100%

Special Requirements:

Current Oregon clinical licensure as an LCSW, LPC, LMFT, or other qualifying behavioral health clinical license recognized by the State of Oregon; master's degree in a behavioral health-related field.

Physical Requirements:

Physical Demands:

While performing the duties of this job, the employee is frequently required to use hands to finger, handle or feel; talk; or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms; and stoop; kneel; or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

The employee works in well-lighted, clean environments. The noise level in the work environment is quiet to moderate. **Check the following that applies to this position:** The employee may occasionally: ☒ work with angry or hostile clients or members of the public, ☐ work with toxic substances and biohazards, and ☐ exposure to infectious illnesses

Emergency Preparedness:

Benton County is committed to emergency preparedness planning and implementation and disaster recovery. In the case of a Health Department, County, State, Federal or other emergency or disaster, this position may be called upon to assist in responding. This may require the assignment of additional responsibilities, depending on the circumstances.

Quality Improvement Participation:

Employees are expected to participate in improving BHS' performance, processes, and programs through quality improvement activities, use of the PDSA model and participating on QI teams as assigned.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____