



**Evolve Life Centers IOP, LLC.
JOB POSITION DESCRIPTION**

EMPLOYEE NAME: _____ DATE OF HIRE: _____

POSITION:	Director of Operations
LOCATION:	Evolve Life Centers IOP, LLC.
DEPARTMENT:	Operations
SUPERVISED BY:	Senior Vice President
POSITION PURPOSE: To be responsible for the operation and performance of the intensive outpatient/outpatient program, while collaborating with the leadership team on potential areas of improvement.	
POSITION REQUIREMENTS/QUALIFICATIONS	
1. EDUCATION:	<p>Current (two years) of no felonies or substance abuse convictions.</p> <p>Bachelor’s degree in healthcare related field preferred</p>
2. EXPERIENCE:	<p>Must have two-years of continuous sobriety prior to hire, if a recovering alcoholic or drug addict.</p> <p>Understanding of facility operations, with significant amount of time working in the field of healthcare or substance abuse preferred</p> <p>Understanding of HIPAA, Federal, State & CARF standards and regulations preferred</p> <p>Must be able to demonstrate organizational and leadership skills with the ability to supervise and manage personnel</p> <p>Strategic thinker to be able to recommend alternative solutions, execute solutions and monitor trends accordingly</p> <p>Self-starter, able to work autonomously and generate ideas and benefits for the program</p> <p>Excellent interpersonal and communication skills required</p>
3. LICENSURE/CERTIFICATION:	Industry related licensure/certification preferred
4. KNOWLEDGE AND TRAINING REQUIRED AT TIME OF HIRE:	<p>Adhere to confidentiality requirements as outlined in 42 CFR, Part 2. (HIPAA)</p> <p>Must have the ability to interact with staff and clients in a professional manner.</p> <p>Must have the ability to handle stressful and demanding situations, while maintaining exceptional written and</p>



	<p>verbal communication skills. Flexibility to adapt to schedule changes and assumption of responsibilities not delineated in the job description.</p>
<p>5. PHYSICAL REQUIREMENTS:</p>	<p>Position requires driving your own vehicle to and from work.</p> <p>Position may require working a schedule that consists of some evenings.</p> <p>Ability to sit for long periods of time.</p> <p>Ability to bend, stoop, and/or frequently walk around the office.</p> <p>Ability to lift up to 15 pounds.</p>
<p>SPECIFIC AREAS OF RESPONSIBILITY TO POSITION</p>	
<ol style="list-style-type: none"> 1. Responsible for the operation and performance of the intensive outpatient/outpatient program. 2. Manages the intensive outpatient/outpatient program operations to budgeted/planned results. 3. Participates in the interviewing, hiring, and training of departmental staff. 4. Evaluates, manages, counsels and terminates subordinate personnel. 5. Provides direction to departmental personnel and relays corporate mandates, goals and objectives to departmental personnel. 6. Works closely with staff to ensure the completion of performance goals. 7. Identifies cost-saving opportunities, operational efficiencies, etc. and implements new initiatives when necessary. 8. Assists with partnering opportunities, linkage/support agreements and other critical relationships within the community to drive census growth and meet regulatory requirements. 9. Develops, monitors and provides reports on key performance indicators of program measures and reacts accordingly. 10. Works closely with the Clinical Director, Director of Administration and Compliance and Quality Assurance activities in a variety of areas including, but not limited to- compliance with federal and state rules, laws, and regulations, compliance with CARF standards, performance improvement initiatives, productivity goals, quality client care, customer service, operational enhancement, growth of client census, contractual requirements, standardization and conformity, best practices and plans for continuous improvement. 11. Become familiar with the federal and state rules, laws, and regulations and the application of such. 12. Become familiar with CARF standards and the application of such. 13. Serves as a program resource and provides or arranges for program training as requested/necessary. 14. Maintains client, employee and company confidentiality at all times. 15. Other duties as assigned by the supervisor. 	
<p>CERTIFICATION OF RECEIPT AND UNDERSTANDING</p>	
<p>I hereby certify that I have reviewed a complete copy of my position description and workplace environment and understand my duties, responsibilities and workplace environment as described in the job description. I agree to perform the duties herein.</p>	



Employee Signature	Date	HR Signature & Title	Date
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