

SUBJECT: ORGANIZATIONAL STRUCTURE

EFFECTIVE
DATE: 01-07-11 (replaces 01-11-10)

APPROVED BY:

Reviewed (no changes): _____

Executive Director

POLICY

The purpose of this policy is to identify the organizational structure of McIntosh Trail CSB to include Leadership and Management Teams.

Attachment No. 1 shows the organization's administrative and supervisory structure. This structure is by disability and function.

PROCEDURE

1. The leadership team (Lead Team) includes the following leaders of the organization: Executive Director, Medical Director, Director of Developmental Disability Services, Clinical Director, Chief Financial Officer and Director of Human Resources. Other management staff may be included from time to time.
2. Lead Team will be responsible for approving the strategic plan to ensure it reflects the mission of the organization, creates an environment that enables the organization to fulfill its mission and goals, provides resources to facilitate the accomplishment of organizational plan and develops processes to ensure care is integrated, services are provided in a safe environment and performance improvement initiatives are met.
3. The next level of management within the organization is LEAP Team (Leadership Extended Action Planning) and consists of all members of Lead Team and managers of developmental disability services, outpatient services, and specialty services.
4. LEAP Team assists Lead Team in developing the strategic plan and goals for the organization. This team is responsible for promoting the agency as a whole while maintaining the distinct services for which it is responsible. LEAP Team members communicate the agency's mission, values and organizational plans to community stakeholders, consumers and staff.
5. There are three distinct management teams with the agency: Outpatient, Specialty and Developmental Disability Services.
6. Management teams are responsible for the day to day operation of services, established performance improvement indicators, monitors service provision and ensures that agency policy and procedures are followed.

Attachments:

- No. 1 Organizational Chart
- No. 2 Management Teams