

SITKA COUNSELING & PREVENTION SERVICES JOB DESCRIPTION

Title: BH Program Manager II	Classification: <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Reports to: Clinical Director	Status: <input type="checkbox"/> Introductory <input type="checkbox"/> Regular Full-Time
Department /Program: Clinical	<input type="checkbox"/> Regular Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent
Salary Grade: 13	Salary Range \$ 44,990 – 64,147
Positions Supervised: Program Coordinator, Counselors, Direct Service Providers (DSP), Night Watch	

Position Summary:

The Behavioral Health Program Manager II applies program management, supervisory, and clinical skills to manage assigned substance abuse/mental health programs within the organization.

Minimum Credentials, Experience, & Skills:

Masters degree in behavioral health field (counseling, psychology, social work, etc.); LPC/LCSW; Alaska CDC I certification; Two years mental health/substance abuse clinical experience; Cultural competency; Two years supervisory experience, Trauma training/experience, CPR/First Aid, Ability to clear fingerprint background check.

Essential Functions:

- Analyzes and assesses assigned programs, service delivery, and staffing needs.
- Assists Clinical Director in developing and implementing program policies, procedures, and standards to ensure the effective delivery of mental health and substance abuse services in assigned programs.
- Working knowledge of domestic violence, trauma, and effect on mental health/addiction treatment
- Working knowledge of and ability to conduct family therapeutic services including parenting education/process groups
- Working knowledge and ability to appropriately utilize the contributions of various mental health/addiction philosophies, clinical models, and treatment practices as they apply to providing mental health and substance abuse treatment services to individuals, groups, families, couples, and significant others
- Utilizes crisis intervention skills to respond to client needs during acute stress including ability to screen for suicide risk and mental health functioning
- Assists Clinical/Executive Directors in recruiting and hiring staff; trains, supervises, and evaluates Program Coordinator/DSP; and completes appropriate employee performance reviews in a timely manner.
- Oversees staff schedule to ensure appropriate level of services are maintained.
- Participates in quality improvement measures, in-service trainings, compiles data, and completes reports as assigned.
- Ensures program staff maintains concise clinical records that comply with State and Federal regulations in a timely manner.
- Liaises with referral resources and other agencies in the community to maintain cooperative working relationships with community service providers
- Conducts weekly program staff and treatment team meetings
- Completes clinical assessments to diagnose and recommend treatment services per State requirements and DSM-V/ICD-10 criteria including the completion of a comprehensive written assessment summary
- Monitors client admissions and ensures program staff completes client admission process in a timely manner.
- Develops the master problem list/treatment plans with the client/program Coordinator, identifying treatment goals and strategies to achieve them.
- Ensures program coordinator completes and implements treatment plans in a timely and clinically appropriate manner.
- Reviews treatment plans, documents progress toward goals in clinical progress notes, and assesses progress toward goals revising the treatment plans as necessary to facilitate client change process.
- Conducts therapeutic group, individual, and family clinical services per clinical need.
- Ensures staff completes continuing care and discharge planning including referrals to appropriate services and the completion of a comprehensive discharge summary.
- Provides screening, referral, and education on FASD
- Facilitates referral to/client's utilization of available support systems and community resources to meet needs identified in clinical evaluation and/or treatment planning

- Facilitates family/significant other involvement in the client’s treatment process
- Provides mental health/substance abuse education to staff, clients, families, and community groups as assigned.
- Participates in interagency and intraagency treatment team meetings and all scheduled staff meetings as needed
- Maintains strict client confidentiality and obtains appropriate releases of information as needed
- Participates in continuing education to maintain licensure/certification and advance knowledge/skill level
- Seeks out and participates in weekly clinical supervision with Clinical Director
- Possesses a working knowledge of and conduct gender specific counseling services as directed
- Adherence to ethical and behavioral standards of conduct and continuing professional development
- Ensures timely completion of client billing and addresses financial responsibility with clients as needed
- Role models effective problem solving, communication, and conflict resolution skills to all clients and staff while promoting a positive peer culture
- Ability to work in a team oriented environment and practice conflict resolution skills as needed to maintain an effective working relationship with co-workers/supervisors

Other Functions:

- Participation in annual fund raising activities as assigned
- Participation in agency team building activities
- Participates in on-call schedule as needed
- Complete other duties as assigned by the Clinical Director
- Adheres to client confidentiality policy, ethical code, and established agency policies and procedures

Special Requirements:

TB clearance, Criminal background check, Alaska driver’s license, First Aid/CPR certification, Computer literacy, Able to document two years of continuous abstinence if in recovery

Mental Demands:

Knowledge of and ability to utilize conflict resolution skills with staff and client population, proficient oral and written communication skills, ability to complete and present comprehensive written evaluative reports, ability to apply sound clinical and therapeutic judgment under stress, ability to work with a multi-cultural clinical population, ability to multi-task, ability to work efficiently under time demands.

Physical Demands:

This position consists of light work (exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently) as well as consistent attendance, stair climbing, bending, writing, reaching, sitting for prolonged periods of time, driving, walking, reading, seeing, keyboarding, listening for prolonged periods of time, and ability to operate a computer.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this job. They are not an exhaustive list of all duties and responsibilities associated with it.

I attest to the fact I am sound physically and emotionally to meet the requirements of my job duties.

Employee Signature

Date

Supervisor Signature

Date

Executive Director Signature

Date