

POSITION TITLE: Clinical Manager

ORGANIZATION RELATIONSHIP: The Clinical Manager reports directly to the Executive Director and serves on the Clinical Advisory Committee.

POSITION SUMMARY:

The Clinical Manager functions as an integral member of Child Haven's team with both clinical and management responsibilities in the areas of mental health and developmental services for children. Individual ensures the successful clinical operations including professional, quality therapeutic care and program management. Also supervises licensed and non-licensed personnel, ensures all federal and state licensing statures are met, serves as the primary liaison with program and grant funding agencies, and collaborates with community partners. Individual is designated as acting administrator in the absence of the executive director.

DUTIES AND RESPONSIBILITIES OF POSITION:

1. Program Management and Development

- Provides assessment, consultation, resources and therapeutic interventions for children ages birth to 18 years, and their families.
- Evaluates the effectiveness of services provided, and collaborates with program coordinators to improve the delivery of client care processes.
- Coordinates, develops and maintains quality assurance and program evaluation systems.
- Serves on Clinical Advisory Committee and other internal and external committees and task forces as appropriate.
- Stays abreast of best practices in therapeutic modalities and legal requirements. Responsible for the development of new treatment services.
- Works with program coordinators to develop goals, objectives, and plans for services.
- Works with clinical staff to plan, direct and/or participate in research studies.

2. Internal Relations - Clinical Program

- Serves as a catalyst in implementing a comprehensive team approach to the delivery of mental health and developmental services.
- Recruits clinical personnel and supervises the orientation and training of new staff and contract employees.
- Ensures clinician's caseloads are balanced, and clinically and culturally appropriate.
- Evaluates, counsels and promotes the growth and development of clinical staff.
- Serves as clinical resource and supervisor to licensed and non-licensed therapeutic staff as well as intake and administrative staff.
- Assists in developing and implementing strategies to achieve short and long-range goals.
- Oversees the Intake process ensuring client needs are met. This includes being seen within acceptable timeframes, and receiving quality, compassionate, and professional care. Ensures eligibility requirements and screening for clients are met and reported as required.

- Ensures safety, health and legal policies and procedures resulting in client care delivered in a professional, safe manner exceeding all regulatory practices.
- Develops professional competence through participation in continuing educational programs including Law and Ethics, and Supervision.

3. Administration

- Collaborates with the director to establish and maintain direction, practices, procedures, and standards for the organization ensuring performance is pertinent to the delivery of client care.
- Participates actively in clinical affairs to enhance the visibility and status of the organization on a local, state, regional and national level.
- Works with granting and government agencies to ensure utilization of correct implementation procedures for chart and billing documentation, and records are maintained in accordance with guidelines which meet all audit standards.
- Serves as HIPAA Officer ensuring compliance of HIPAA policies and procedures and addressing HIPAA requests from clients.
- Works cooperatively with the IT and support staff to promote accurate and timely billing and outcomes reports.

MINIMUM REQUIREMENTS:

1. Education and Experience

- Master's degree and licensed in Social Work, Psychology, Marriage and Family Therapy or related field.
- Minimum 5 years' experience of recognizing and treating multiple and co-occurring types of trauma, attachment disorders, post-traumatic stress disorders and other social and emotional health issues of children ages birth – 5 years of age and older, as well as addressing the diverse and cultural needs of child and family.
- Minimum 3 years' experience supervising staff clinicians and interns.
- Minimum 3 years' experience providing MediCal services.

2. Special Skills, Licenses and Certifications

- Must have current and active CA BBS (MFT or LCSW) or Board of Psychology (PhD) Licensure.
- Must have expertise and capacity to provide a full range of mental health services supporting the child and family using Evidence-Based Practices.
- Must have knowledge and experience of child development, psychological assessment, and developmental assessments for children 0-5.
- Promotes and models ethical sound professional and clinical judgment.
- Demonstrates Cultural Competency.
- Excellent inter-personal skills to develop and maintain critical internal and external relationships.
- Ability to handle varying situations with tact and diplomacy.

- Excellent verbal and written communication skills.
- Demonstrates strong administrative capabilities including computer literacy.
- Working knowledge of HIPAA rules and regulations.
- Valid California driver's license.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- Agency offices (Fairfield and Vallejo), client homes, community partner facilities
- Close contact with clients
- Must be able to operate a vehicle used on company business

EMPLOYER RIGHTS

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The Employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, funding considerations, or work environment change.