



Posted: 6/10/09

Clinical Services Manager

MENTAL HEALTH SERVICES

Position Summary:

Assumes major responsibility for the administration of child and adult mental health services in Wasco, Sherman and Hood River Counties . Assumes responsibility for compliance of programs with all applicable Oregon standards, regulations and requirements. Promotes close working relationship with community partners and staff to foster an effective service delivery system that meets community needs. Develops an effective team to participate and promote mission and goals of the agency. Ensures that clinical documentation meets Oregon Administrative and Medicaid requirements.

Duties include, but are not limited to: Position reports to Executive Director and participates on Management Team. Supervises staff and subcontracted services. Manages mental health budgets including development of new revenue sources and assures that budgets are balanced. Develops and updates policies and procedures as necessary to ensure compliance with Oregon Administrative Rules and applicable statutes. Works with supervisors to ensure effective and efficient use of staff and agency resources. Promotes community education. Participates in agency quality assurance and improvement activities through assuring full team participation as outlined in work plans and audits Promotes the use of evidenced based practices for applicable clinical programs; responsible for assuring that all letters of approval, certifications and other licenses are maintained in good standing for programs and assigned staff; responsible for monitoring contract and subcontracts; and responsible for research and completion of grants for funding as appropriate. Manages use of high end services including residential, crisis and acute care hospitalization.

Qualifications:

Education/Experience:

Master's degree in psychology, social work, counseling, or related field and appropriate state license or certification. Must have five years post Master's experience in behavioral health which includes at least three years of clinical supervision of other

professionals including program supervisors. Experience in dual diagnosis is preferred. Experience in the administration of public mental health programs in Oregon is a strong preference. Knowledge of the full spectrum of services including outpatient, residential, acute care, case management and recovery services required. Knowledge of the systems of care philosophy for children and youth services and support of family and youth advocacy and empowerment is preferred.

Other Skills and Abilities: Must have knowledge of practices, principles and philosophy of best and evidenced-based treatment practices for adult and child services. Thorough knowledge of a variety of treatment methods. Displayed competence in planning, developing and coordinating programs offering different levels of care. Must have strong knowledge of good administrative practices (e.g., management, budget, and personnel practices). Must have excellent verbal and written communication skills. Must have the ability to work with various community groups and clientele. Strong leadership skills are required. Development of successful grant applications for federal, private or state funding is a plus. Experience in the training and development of staff in clinical practices and administrative regulations required. Knowledge of process improvement and cultural transformation technology a plus. Strong computer skills including use of electronic medical records required.

Salary Range: \$5,497 –\$6,431/mo. + excellent benefits

For application packet, contact Courtney at 541-296-5452 or download application materials from www.mccfl.org.

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