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|  | HR & Staffing Manual Section APPROVED: 10.01.18 |

TITLE: SR. MENTAL HEALTH PROGRAM MANAGER REPORTS TO: DIRECTOR OF PROGRAM SERVICES STATUS: EXEMPT/FULL TIMEOFFICE LOCATION: OAKLAND

**JOB SUMMARY**

The Sr. Mental Health Program Manager oversees the administrative work of assigned Mental Health Clinicians and MFT or Social Work Interns as post Master’s interns. Provides supervision and training, and assists with planning, organizing and coordinating activities of designated project(s) to ensure that goals and objectives of projects(s) are accomplished within quality assurance standards, prescribed time frame and funding parameters. In addition, the Sr. Mental Health Program Manager provides clinical services when necessary for the management of the program, in particular when clinician positions are unfilled or when a clinician is out due to illness or injury. Provides overall management of the program, contract monitoring, and program development.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Provide day-to-day administrative supervision to assigned staff in accordance with organization’s policies and applicable laws for signature of delivered services.
* Conduct the interviewing and hiring of mental health professionals. Provide training to new employees; plan assign and direct work appraisals/performance; reward and discipline employees; address complaints and resolve problems.
* Ensure that clinical services meet or exceed EPSDT/Medi-Cal requirements via quality assurance review for assessments and treatment plans, progress notes, dates, documentation, and billing which includes:
* Weekly reviewing of all progress notes
* Reviewing, training, oversight of Treatment Plans
* Reviewing and tracking pertinent dates for required documentation
* Reviewing and maintaining case assignments and billing in accordance with the County contract.
* Coordinate clinical supervision for staff with appropriate licensed people when needed.
* Lead weekly Team meeting and group supervision for licensure hours with all direct service staff.
* Attend county-wide meetings/trainings as indicated to stay current on the latest documentation standards and related contract requirements.
* Work collaboratively with other Program Directors and Managers to ensure success of agency programs.
* Attend Management Team Meetings.
* Manage Medi-Cal site certification process.
* Manage Audit activities and corrective action plans.
* Manage training activities for the program, including provision of direct training, and managing of bringing in outside trainers/trainings.
* Interface with County Contract Managers, and Quality Assurance staff and other county staff when needed. Attend all provider and collaborative meetings.
* Participate in the writing and creation of Requests For Proposals as needed to maintain and grow funding.
* Build collaborative relationships with counterparts at similar agencies.
* Provide Mental Health consultation to other programs within Brighter Beginnings when needed.
* Manage contract utilization on a monthly basis and provide supervision to clinical staff around billing. Create Performance Improvement Plans when performance is below expectations.

**SUPERVISORY RESPONSIBILITIES**

Requirements as determined by the Board of Behavioral Sciences to supervise assigned staff such as Mental Health Clinicians, Family Partner, and MSW or MFT interns.

**QUALIFICATIONS**

**EDUCATION and/or EXPERIENCE**

**Required:**

LCSW or LMFT is required, with two years experience post licensure. Both education and experience must meet the following experience criteria:

* Demonstrated ability to keep accurate and complete charts, client records, required data forms and processes.
* Demonstrated ability to perform additional duties such as facilitating client support groups, individual or group counseling, health education, child development activities and/or training.
* Demonstrated ability to represent the agency in a professional manner with collaborative groups.
* At least 2 years of EPSDT and Medi-Cal charting and billing experience.

**Preferred experience/skills**:

* Experience in a supervisory role
* Experience using spreadsheets, EHR system, g-suite (google drive, word, sheets)

Work experience to include 2 years in at least one of the following populations/settings:

* Early childhood mental health
* CYA - Children and Young Adult population (since we serve 0-21)
* TAY (Teens and Young Adults) population.
* Community mental health delivering services to those with moderate to severe symptoms

**Special ADA Requirements**

Brighter Beginnings is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodation when necessary.

* For the purposes of ADA, the “Responsibilities” and “Qualifications” are essential job functions.
* The work environment includes settings of the office environments, client’s home, educational institutions, and community places. The noise level in these settings is moderate.
* Both standing and sitting are required, with at least one or more hour each day of the job time is spent sitting and using a computer keyboard
* Various types of equipment/supplies are used to accomplish the job requirements and include, but are not limited to, pens, pencils, calculators, computer keyboards, telephone, printers, etc.
* Required to drive insured personal auto to client homes to provide services and to other sites for meetings, conferences, etc.

I have read and understand the duties and responsibilities of the Mental Health Program Manager.

Employee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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