



Our Mission -

To empower women to achieve life changing recovery through proven treatment and critical support services.

Job Title: Clinical Manager
Reports to: Clinical Director
Job Classification: Exempt

Position Summary:

Responsible for coordinating and implementing strategies and efforts to assure consistency in all aspects of clinical efforts of the agency.

Job Duties:

- Participates in the development, implementation, and evaluation of all programming of clients to ensure that programming maintains consistency throughout the agency.
- Ensures that agency standards (CARF) and agency philosophy are consistently maintained throughout programming, coordinates with Clinical Director and ensures compliance with requirements and standards of care.
- Provides group facilitation and/or case load coverage as needed to cover counselor absences. Responsible for the development and weekly update of treatment plans, which includes documenting client preferences, recording progress notes, preparing discharge summaries, developing aftercare plans, and documenting weekly client staffing reports. All required documentation must be done in a timely and professional manner.
- Oversees involvement of client families, and other supportive individuals that client identifies as being important in their life, in family education and family therapy. Coordinates facilitation of regular family education groups.
- Ensures facilitators are on time and prepared for psycho-educational groups, individual sessions, and group therapy.
- In collaboration with the Director of Human Resources, oversees the coordination, placement and training of counselors, and students/interns/volunteers to ensure consistency with the delivery of services by these individuals.
- Provides education, training, leadership, and mentoring to staff as needed. Prepares and/or obtains learning guides, training aids, reference documents, books, visual aids, and other materials required for clinical training programs. Works with the Director of Human Resources to utilize the Relias computer program to maximize specific clinical training and recording/management of ongoing learning.
- Provides leadership of multidisciplinary teams in carrying out collaboration among services and continuity across the agency's programs; ensures transition meetings are occurring and all needed communications for clients are done in coordination with the Clinical Director.
- Oversees and ensures scheduling of all programs daily activities to meet program objectives and client needs.



A United Way Agency

- Completes all required paperwork in a timely manner, ensuring program staff do likewise.
- Oversees all assigned special programs and ensures agency philosophy and strategic plan direction is maintained throughout these programs and that client welfare is kept paramount.
- Attends weekly staff meetings to provide clinical support.
- Oversees the maintenance of client records of attendance, absenteeism, schedules, and other programming information of all clients.
- Responsible for the timely completion of all required program forms and reports (including Credible documentation) on clients' treatment, continuing stay, progress, and discharge and ensures that other staff do likewise.
- Responsible for working with the Director of Finance & Clinical Director to create, implement and maintain regular billing and collections of client funding sources, including Community Corrections Voucher System, Region V, MCO's, Medicaid and private insurance.
- Responsible for working closely with the Director of Finance with the billing and collection of client fees.
- Develops, and prepares materials, for facilitation of educational presentations for psycho-educational groups focusing on substance abuse, women's issues, parenting, spirituality, evidence-based practices (EBP's) and treatments (e.g., Seeking Safety, DBT, CBT-Relapse Prevention, Co-occurring disorders) and life=skills, as assigned. Ensures curriculum for groups are in good order and updated, when needed.
- Arranges for and/or facilitates training to staff when necessary and on an ongoing basis on appropriate parenting skills, trauma informed care, self-focus, motivational interviewing, boundaries, etc.
- Provides after hours On-Call Clinical Services on a rotating basis with other clinical staff and documents all calls. Provides or requires Counselors to meet with the client face to face if mental health symptoms intensify to high risk levels to include suicidal ideation or threat to others. Ensures the counselors meet the client and staff at the hospital in cases where an individual needs triage for crises intervention services.
- Reviews significant clinical incidents and makes recommendations for resolving clinical risks. Develops and maintains organizational policies and procedures directed at reducing and managing clinical risk in collaboration with the clinical and medical team.
- Assists in implementing and managing clinical quality improvement systems and coordinates case record review and quality improvement activities.
- Works with the Clinical Director and Quality Assurance Coordinator on data collection and reporting.
- Ensures programs are operating at the highest level of ethical standards and addresses any concerns with appropriate staff in a timely manner.
- Works closely with Clinical Director to identify program needs and identifies any problem issues in programs and initiates problem-solving activity with supervised staff. Involves Director of Human Resources with any staff related performance concerns.
- Responsible for performance planning, evaluations, professional development plans and quarterly meetings with staff assigned to provide clear expectations and sharing of information.
- Enforce Tobacco Free policy with staff and clients.

General Job Duties:

- Complete all monthly and Annual Relias online e-learning courses on time, in compliance with state and accrediting organizations training requirements.
- Attend at least two training sessions per year on cultural competency.
- Participates in clinical team staffing, daily or weekly, as designated by caseload and presents each client case.
- Attends and participates in staff training, work teams, and all staff meetings, as directed.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to act with integrity, professionalism, and confidentiality.
- Abide by HIPAA and 42 CFR confidentiality requirement which include but not limited to businesses, family members, friends of clients, and other agencies and the public including safekeeping of client identified materials.
- Support St. Monica's Home in the organization's objective to be a diverse, equitable, inclusive, and accessible workplace.
- Follow all agency and program policies and procedures including philosophy, confidentiality, ethics, and safety procedures.
- Regular and on time attendance required.

Position Competencies:

- Verbal communication
- Written Communication
- Organizational Skills

Education and Experience:

- Bachelor's Degree in Psychology/Human Services Field, LMHP or PLMHP and LADC or PLADC required, minimum of 5 years work experience as a counselor providing individual, group, and family counseling, experience in provide acute primary and secondary substance abuse treatment. Demonstrates understanding of and commitment to women's issues and gender competent treatment, domestic violence programs, Supervisory experience required.
- Must be at least 21 years of age.
- First Aid/CPR certified or the ability to be certified.
- Driver's license and valid insurance required upon hire.

Physical Requirements:

- Ability to lift 25 lbs. regularly, climb and descend stairs.
- Ability to thrive in a fast paced, deadline-oriented work environment

St. Monica's Home is an equal opportunity employer. We do not discriminate against any employee or applicant for employment on the basis of age, race, religion, color, ethnicity, disability, gender, sexual orientation, gender identity, or national origin.

EMPLOYEE SIGNATURE:	
DATE:	
SUPERVISOR SIGNATURE:	

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