

Job Posting

Posting Open: 3/1/24 thru 3/15/24

Position Title: Manager of Clinical Programs and Services

Position Summary:

The Manager of Clinical Programs and Services is responsible to ensure that a continuum of mental health and alcohol and other drug, gambling prevention, treatment and recovery services are designed to meet the needs of children, adolescents and adults and are consistent with Board established priorities. The Manager will oversee the Boards Programs and Services working collaboratively with the Executive Director.

The Manager is the primary staff person responsible for developing, writing, monitoring and reporting of outcomes related to grants/programs.

Responsibilities:

- Provides oversight and management of contracted clinical services with agencies, the State Hospital, Richland County Jail and other community organizations.
- Oversee the continuum of behavioral healthcare for children, adolescents and adults with mental health, substance use, and/or gambling problems that includes prevention, early intervention, mental health and AOD treatment and recovery support services.
- Grant writing and duties related to grant programs including but not limited to program development, evaluation of services, maintenance of records, program oversight and, reporting of outcomes to the funding source.
- Develop trainings and reports required information in CE Broker.
- Serve as HIPAA Officer, Clients Rights Officer and Grievance Officer
- Manages records reviews with Contract Agencies.
- Participates in the development and or revision of the Strategic Plan. Primary on leading and implementing Clinical and Programmatic tasks noted in the Strategic Plan.
- Assists the Executive Director and Associate Director/CFO on special projects including Community Plan, needs assessment, evaluations of program, housing, and program areas budgets.
- Works collaboratively with the Executive Director, or their designee, to coordinate the Annual Report.
- Provide guidance and leadership to address systemic issues that arise.
- Recommend policies that advance the efforts of a resiliency and recovery focused system of care.
- Serves as the Board's liaison with providers, consumer advocacy groups, state departments and/or other stakeholders.
- Advocates for programming that responds to current and emerging trends, improves quality

and efficiency, and are delivered in a manner that is consistent with best practice methodologies and certification standards.

- Serves on state and local committees. Ensures the needs pertaining to adults and youth with mental illness and substance use disorders are communicated and advocated for with partners.
- Attend events that require Board representation.
- Other related duties as required by management.

Qualifications:

The Manager of Clinical Programs and Services is a person holding a bachelor's or master's degree in a behavioral health or related field, holds an appropriate state board license with a clinical scope of practice or has experience in and knowledge of the Richland County Behavioral Health System. Desired requirements also include a minimum of 5 years' experience in developing, implementing, and administering services for the mentally ill, addicted populations and at risk youth. Is an experience grant writer.

Benefits:

The package includes salary, health insurance, life insurance, paid vacation, and paid sick time. Salary based on education and experience.

Hours:

Office hours are primarily 8:00 a.m. to 4:30 p.m. Holidays are in accordance with the county schedule but may be altered when agreeable to both the employee and the Executive Director. Some evening and weekend work is required. Work hours may be altered by the Executive Director to meet demands and deadlines.

Physical Demands and Working Conditions:

Work is inside and primarily sedentary. Some walking, lifting and standing required. Travel by privately owned vehicle. Occasional overnight travel to attend conferences or trainings may be required. Reimbursement for travel, food and lodging expenses is in accordance with Board policy. Pressure of work is moderate to heavy.

Interested parties shall submit resumes to the attention of the Executive Director.

The salary based on education and experience.