

HUMAN SERVICES CLINICAL PROGRAM MANAGER

DESCRIPTION OF WORK

This is administrative and professional clinical work in a mental health setting, which involves primary responsibility for directing a program of clinical services, and for performing advanced clinical assessment and treatment or consultation within an agency, institution, center, or clinic. Employees are responsible for developing a comprehensive service delivery program for a given population, organizing and supervising administratively and technically the work of appropriate professionals, integrating the plan of operation into the overall agency program, assessing the effectiveness of the program, and implementing program change as required. Work is performed with a high degree of independence with administrative supervision from higher-level agency management and technical supervision from the worker's particular professional discipline. Work is evaluated through periodic reports; meetings; review of program goal accomplishment, both administratively and through peer review; legal technical review when required; and record audits.

EXAMPLES OF DUTIES PERFORMED

Assesses, plans, and implements a medium-sized program of services for adult or children that usually has a staff of 12-25 and is comprehensive and varied; or for all service areas in a satellite center of comparable size.

Supervises implementation through development of treatment plans and treatment provided by the multi-disciplines, and through technical review for quality and quantity.

Recruits, hires, and directs a staff of professionals and support employees, which include assigning duties and responsibilities, and performance evaluation.

Develops and implements program and personnel policies and procedures; assures all program standards and Federal and State regulations are followed; and assures maintenance of confidentiality in patient/client records.

Prepares budget allocations, writes grants, arranges contractual agreements, and prepares special reports as necessary.

Assesses mental status of clients, develops treatment plans, and recommends diagnosis to treatment team case staffing.

Directs advanced therapies utilizing varied behavioral, family, supportive, and interpretive therapies.

Performs related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Considerable knowledge of mental health programs; of characteristics of the population served and appropriate programming to meet the needs; and of the dynamics of human behavior and psychopathology.

Skill in: assessing clients' mental status, interpreting findings, and preparing comprehensive reports; determining and directing appropriate therapy (counseling, psychotherapy) and/or intervention techniques; and relating expressively and dynamically to other people.

Ability to organize, plan, and supervise the work of others.

Minimum Education and Experience

Master's degree in psychology, social work, psychiatric nursing, pastoral counseling, or marriage and family therapy from an appropriately accredited institution and two years of advanced clinical diagnosis and treatment including one year of supervisory, consultative or administrative experience; or bachelor's degree in psychology, nursing, social work, counseling, marriage and family therapy from an appropriately accredited institution and four years of clinical diagnosis and treatment including one year of supervisory, consultative or administrative experience; or an equivalent combination of education and experience.