

BEHAVIORIAL HEALTH Clinical Program Manager

Bargaining Unit: MCPE
FSLA: Exempt
Range 82

DEFINITION

Under general direction, to plan, organize, develop, and direct the functions, services, and programs of the Mono County Behavioral Health Department's Clinical Programs; to be responsible for the development and evaluation of these programs and services; to establish assigned unit policies and goals within the general policies and goals of the County Behavioral Health Department; to provide clinical therapy services to clients; to serve as a liaison with community, regional, or State agencies as needed; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This position classification is responsible for the supervision and coordination of programs, functions, and services in the County Behavioral Health Department. The incumbent also assists the Director of Behavioral Health with the management and administration of the Department.

REPORTS TO

Director of Behavioral Health

CLASSIFICATIONS SUPERVISED

Substance Abuse Specialist I, II, III, Psychiatric Specialist I, II, III, Case Managers I, II Clinical Supervisor, QI/QA Coordinator and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Manages, directs, and oversees the Substance Use treatment services of the Behavioral Health Department, including Drug MediCal; develops, administers, and evaluates Substance Use programs, including Drug MediCal, and treatment in consultation with the Director of Behavioral Health; collaborates Clinical Supervisor and clinical staff to develop, provide and evaluate evidence based, cost effective co-occurring disorders treatment; responsible for recruitment, selection, supervision, training, evaluation and scheduling substance abuse treatment staff; establishes administrative and clinical treatment procedures and processes for substance abuse services; works with Alcohol and Drug Administrator to develop plans for Alcohol and Drug/Prevention and Treatment; develops the unit budget and monitors financial reports; provides training and education for community organizations; serves as a liaison with community groups, and State and local agencies.

Working in collaboration with the Clinical Supervisor, manages, directs, and oversees the Mental Health treatment services of the Behavioral Health Department. Develops and oversees outcome and data measurement tools. Establishes administrative and clinical treatment procedures and processes for Mental Health services; provides and/or schedules regular trainings for crisis and other mental health/SUD staff; provides clinical therapy services to clients.

Understanding of LPS law and current practice related to conservatees, 5150; participate in development and overview of “Restoration of Competency” programs within the county.

Understanding of current regulations related to Transitional and Permanent Supportive Housing

Attends trainings, conferences, meetings to maintain knowledge and current practices related to: Quality Assurance and Improvement; SUD implementation, best practices, mandated service requirements; Mental Health program implementation, best practices; create systems to link CCR services with CPS and Probation; Drug MediCal; NACT; methods for facilitating CFT’s; understanding KatieA and supervising staff who are linking services with outside agencies; Whole Person Health model; integration of physical health into Behavioral Health systems of care.

Produce and/or provide regular trainings to staff to meet requirements and/or enhance programmatic understanding of best practices for SUD and MH; serves as a member of the Behavioral Health administrative team in setting Department goals and objectives; assists with establishing Department operating standards, policies, and procedures to comply with laws, statutes, and funding source requirements; designs and implements community outreach efforts; develops grant proposals; conducts community presentations; represents the Department with other County departments, regional sub-committees, community organizations, and other government agencies. Provide to County Board of Supervisors updates and other presentations as needed. Attend state agency meetings, including SUD/SAPT, CBHDA, CWDA, CalQIC, etc.

Provide support to crisis team staff including shifts in the crisis call system.

TYPICAL PHYSICAL REQUIREMENTS

May be required to sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX. Must be able to drive a personal or county vehicle to meetings in the community or around the State.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; work is performed with people who may exhibit unstable and potentially violent behavior; continuous contact with other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Thorough knowledge of co-occurring disorders including harm reduction philosophy and concepts concerned with providing a unified SUD/MH program.
- Thorough knowledge of MHSA, State, Federal and Private funding that may have regulations and protocols.
- Federal, State and local laws, regulations, policies and standards pertaining to County Behavioral Health and Substance Use Disorder programs, including those pertaining to an individual’s legal rights.
- Available community resources for substance use and mental health services and social supports
- Principles of program development and evaluation.
- Harm Reduction and Strength Based treatment models and philosophies

- Principles of staff supervision, training, and evaluation.

Ability to:

- Assist the Director of Behavioral Health with the management and administration of the Department.
- Plan, organize, develop, and manage programs and services.
- Supervise, train, evaluate and motivate assigned professional and support staff.
- Perform a variety of mental health assessments and therapeutic services.
- Provide clinical therapy services.
- Communicate effectively both orally and in writing.
- Communicate effectively with people from diverse ethnic and socioeconomic backgrounds.
- Explain complex and technical terminology and concepts in an understandable and non-threatening manner.
- Direct the establishment and maintenance of a variety of personal, medical, and administrative records, clinical documentation, and related materials.
- Effectively represent the Behavioral Health Department in contacts with clients, the public, community organizations, other County staff, and other government organizations.
- Establish and maintain cooperative working relationships.
- Establish and maintain a positive and encouraging work environment.

Training and Experience:

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Three (3) years of licensed clinical experience at a level equivalent to Mental Health Clinician
- Completion of Master's degree in psychology, social work, counseling, public health, nursing or closely related fields from an accredited college or university
- "In-kind experience" in a Public Mental Health/SUD system can also, under certain circumstances, fulfill this requirement.
- Possession of, or ability to obtain, an appropriate valid California Driver's License.