

SPECIAL SERVICE FOR GROUPS, INC
JOB ANNOUNCEMENT

Title: Clinical Program Manager

FLSA: Exempt/Salary/Full-time (40 hrs./wk.)

Pay Scale: \$90,000-\$110,000/year

Division: APAIT

Supervisor: Director of Behavioral Health

Date: 2/29/2024

Summary

The Clinical Program Manager shall oversee comprehensive programming for a health and behavioral health social service agency based in metropolitan Los Angeles. Primary duties include day-to-day operations, program coordination, contract compliance, personnel supervision, and clinical implementation such as crisis management and psychotherapy as needed. The Clinical Program Manager will engage in multiple tasks encompassing core areas of management, leadership, and administration. The position may involve additional evenings or weekends as needed. The position reports to the Director of Behavioral Health.

Essential Functions

1. Directly supervise a team of behavioral health and social service workers, interns, and volunteers.
2. Oversee behavioral health to Board of Behavioral Sciences (BBS) registered counselors and therapists.
3. Directly oversee program operations including staff recruitment, retention, and termination.
4. Oversee implementation of evidence-based practices utilized in the program.
5. Oversee data collection and quality assurance functions for the contract, including chart reviews, documentation training, tracking/monitoring of contract performance.
6. Facilitate frequent team meetings to ensure contract compliance and achievement of program goals.
7. Provide clinical individual counseling, group support and case management and advocacy services, including co-facilitation of workshops under the direction of a licensed mental health professional.
8. Conduct follow-up with clients as appropriate.
9. Implement programmatic scope of work at minimum 85% completion rate.
10. Maintain care team protocols and policies under professional clinical supervision.
11. Conduct community outreach and engagement activities to prospective clients.
12. Promote the availability of psychosocial and behavioral health and psychosocial support services to prospective clients.
13. Provide necessary program documentation, including the completion of reports, administration of evaluation tools, and other program related assignments.
14. Provide crisis response for on-site staff.
15. Attend Unit, Case Conferences, Agency, and Community meetings as assigned.
16. Other activities as assigned and required to conduct program and agency objectives.
17. Engage in recruitment, retention, and routine evaluation strategies of personnel. Evaluation includes at minimum annual written evaluation and ongoing monitoring to facilitate professional development.
18. Ability to perform duties during weekends and evenings when required.
19. Regular attendance and other duties as assigned.

Minimum Qualifications - Knowledge, Skills and Abilities Required

1. Licensed, registered as an LCSW/ASW, LMFT/AMFT, LPCC/APCC or equivalent, with the California Board of Behavioral Sciences (BBS), with preference to close to licensure for BBS-registered candidates.
2. Experience with coordinating county-funded social service program focusing on areas such as health, mental health, substance use, and/or housing.
3. Current active registration and in good standing with the California Board of Behavioral Sciences (BBS).
4. Basic knowledge of HIV/AIDS, behavioral health, homeless, forensic treatment, human trafficking, and related issues.
5. Upholds HIPAA regulation.

6. Excellent communication and negotiation skills.
7. Ability to work with clients from diverse cultural, ethnic, and socio-economic backgrounds.
8. Strong interpersonal skills and ability to relate to staff from a variety of cultures, languages, and educational backgrounds.
9. Ability to coordinate multiple tasks/projects simultaneously in a high-pressure environment.
10. Ability to work with diverse communities (e.g., multi-gender, ethnic, generation, bilingual, lesbian, gay, bisexual, transgender, substance use).
11. Strong written and oral skills necessary for program narrative reporting and presentations.
12. Maintain and uphold Agency mission statement, values, policies, procedures, and principles.
13. Valid California driver's license, plus proof of car insurance.
14. Reliable transportation.
15. Verification of employment eligibility and passing of background check.
16. Updated tuberculosis test (annual requirement) – read, reviewed, and dated by a clinician.

Supervisory Responsibilities

1. Supervise behavioral health and social service personnel and actively work with senior management.

Environmental Conditions (Working Conditions)

1. Ergonomically safe office environment with desktop computer, desk, chair, natural light from windows.

Physical Requirements

1. In the course of performing this job, this position typically involves sitting, standing, walking, carrying (max. 20 lbs), lifting (max. 20 lbs), listening, and speaking.

Mental Requirements

1. This position requires someone that can accommodate any/all of the following: constant distractions, interruptions; uncontrollable changes in priorities/work schedules; availability for on call/duty after regular working hours; and exposure to inappropriate behavior and language of others.

Application Process:

Please submit a cover letter and resume by e-mail to: Jeremy, jeremyv@apaitonline.org. NO PHONE CALLS PLEASE.

*Special Service for Groups, Inc. (SSG) is an Equal Opportunity/Affirmative Action Employer
SSG will consider for employment qualified applicants with criminal histories in a manner consistent with the
requirements set by law.*