

Western Montana Mental Health
Journey Home
45 E 16TH St
Helena, MT 59601

Position: Clinical Program Manager

Close Date: Open Until Filled

Hours: Full-time (40 hours/week)

Job Summary: Responsible for the clinical program, to include supervision of staff, preparation of annual budget, compliance with mandatory reporting, maintaining program standards, and meeting client clinical requirements.

Duties and Responsibilities: Develop an annual program budget, including projection of revenue and expenditures. Review cost center monthly financial reports provided by the Western Montana Mental Health Center and make recommendations to the Chief Operations Officer as appropriate. Assure quality of program through: monthly monitoring of compliance with program goals and objectives; orientation, training, and ongoing supervision of clinicians, including weekly staff meetings/case presentations, individual supervision as needed, file reviews and feedback, and audit of group and individual sessions as part of initial orientation; continuing program development and modification designed to incorporate best clinical practices and the most current research into the programming; successful participation in the unannounced annual site visit and program evaluation by the State of Montana. Maintain liaison and productive working relationships with Departments of Corrections, Justice, Health and Human Services; with community interest groups; and represent the program to other agencies and the community at large. Provide initial assessments, individual, group and family sessions, and discharge planning. Fill in when necessary for the Crisis Response or Jail Diversion Team. Assure accuracy in the in-house billing, personnel, and consumer file documentation procedures; perform other duties as assigned.

Knowledge: Comprehensive knowledge of addictions, theoretical models of change, and best clinical practices; working knowledge of budgeting, organizational, and supervisory techniques and practices; knowledge of community resources and process of referral; and thorough knowledge of ethical performance standards and their application.

Competencies: Ability to effectively provide direction, training, and clinical supervision to program staff; to receive and implement direction, training, and supervision; to utilize and effectively apply the required technical knowledge; to maintain professional relationships with consumers, co-workers, colleagues, community members, and the general public; to be informed and conversant with laws and administrative rules relevant to chemical dependency, mental health, and confidentiality, and develop a program that is in compliance with said laws and rules; and the ability to communicate effectively verbally and in writing.

Education and Experience: The above knowledge and competencies are typically acquired through professional licensure, a Master's degree in a relevant major, plus three years progressively responsible experience working within the addictions field, or a Bachelor's degree in a relevant major, with six years of experience working within the addictions field, three of the years in an administrative capacity. Prior work history must include experience in the provision of direct clinical services.