

**Western Montana Mental Health Center**  
**The Nest – Lake County**  
**8 2<sup>nd</sup> Ave SW**  
**Ronan, MT 59864**

**Job Title:** Program Manager / Dual-Licensed Therapist

**Hours:** Full-time

**Close Date:** Open Until Filled

**Job Summary:** Responsible for the overall clinical and operational aspects of the Program, to include development and implementation of program policies and procedures, assist in preparation of annual budget, fiscal management, supervision of clinical and administrative staff, contract management, grant writing and reporting, community networking, compliance with mandatory reporting laws, adherence to the organization clinical and operational standards, and meeting group home facility requirements.

Performs work tasks as an addiction counselor in areas of assessments; intake coordination, group, individual, and family counseling; lectures; timely documentation, crisis intervention; and outcome reports.

**DUTIES AND RESPONSIBILITIES:**

1. Assist in the development of an annual program budget, including projection of revenue and expenditures. Participate with the Executive Director in monitoring monthly financial reports.
2. Assure quality of program through:
  - a. Monthly monitoring of compliance with contract requirements and program goals and objectives;
  - b. Orientation, training and ongoing supervision of case managers, house managers, and other staff including weekly staff meetings/case presentations, individual supervision as needed, file/log reviews and feedback;
  - c. Make recommendations for hiring, disciplinary, or any other personnel action, and complete annual staff performance evaluations;
  - d. Continuing program development and modification designed to incorporate best clinical practices and the most current research into the programming;
  - e. Successful participation in contract compliance reviews.
3. Participate in grant writing and subsequent monitoring and report of outcome as required.
4. Maintain liaison and productive working relationships with all referral sources; with community interest groups; other treatment providers; and represent the program to other agencies and the community at large.
5. Oversee staff record keeping and documentation to assure accuracy in billing procedures and compliance with contract requirements.
6. Maintain program record keeping in a professional and timely manner and in accordance with program and state requirements.
7. Conduct diagnostic/placement assessments, provide group, individual, and family counseling services, client lectures, and case management services, in accordance with best clinical practices, laws, and administrative rules.
8. As a part of an interdisciplinary team, identify significant mental health issues and coordinate appropriate concurrent services.
9. Refer individuals to needed adjunct services and/or appropriate level of care.
10. Provides guidance on clinical procedures to treatment tech and intern staff.
11. Maintain client confidentiality in accordance with federal and state laws.
12. Demonstrate thorough knowledge of ASAM criteria and patient placement.

## **REQUIREMENTS:**

**Knowledge:** Comprehensive knowledge of addiction and withdrawal, theoretical models of change and best clinical practices; working knowledge of budgeting, organizational, programming, and supervisory techniques and practices; primary Axis I and II diagnoses and treatment; knowledge of community resources and process of referral; thorough knowledge of laws and administrative rules relevant to chemical dependency, mental health, and confidentiality; and 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, colleagues, community members, and the general public; to be informed and conversant with laws and administrative rules relevant to chemical dependency, mental health, confidentiality, ethics, to develop assessment, detoxification, case management, and operational protocols in compliance with said laws, rules, and contracts; to demonstrate expertise in decision making, crisis management, and time management strategies; and the ability to communicate effectively verbally and in writing.

**Education and Experience:** The above knowledge and competencies are typically acquired through dual licensure as a registered nurse, a licensed clinical social worker, or licensed clinical professional counselor, and as licensed addiction counselor in the State of Montana, a Master's degree in a relevant major, plus three years progressively responsible experience working within the addiction field, or a Bachelor's degree in a relevant major, with six years of experience working within the addiction field, three of the years in an administrative capacity. Prior work history must include experience in the provision of direct clinical services.