

Western Montana Mental Health Center
45 E 16th St
Helena, MT 59601
Phone: (406) 603-4010

Position: Program Manager (Journey Home)

Close Date: Open Until Filled

Hours: Full-time

Job Summary: We have an opening for a Program Manager for our Journey Home crisis facility. This position is 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.

Essential Job Responsibilities:

- Monthly monitoring of compliance with program goals and objectives;
- Orientation, training, and ongoing supervision of clinicians, including weekly staff meetings/case presentations;
- Performing file reviews and providing feedback
- Auditing group and individual sessions;
- 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.
- Maintaining 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.
- Providing initial assessments, individual, group and family sessions, and discharge planning.
- Develop an annual program budget, including projection of revenue and expenditures.
- Review cost center monthly financial reports provided and make recommendations.
- 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.

Job Requirements:

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.

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.

The above knowledge and abilities are typically acquired through a combination of education and experience equivalent to a Master's degree in Social Work, Psychology or a related field and five (5) years of progressively responsible administrative experience in programs servicing children with severe emotional disturbances and their families. ***Licensure as an LCPC/LCSW with Mental Health Professional certification preferred, but will consider a license-eligible candidate.***

Please Submit Resume, References & Cover Letter by Mail or E-mail to:

tkultgen@wmmhc.org