

Western Montana Mental Health Center

Position: Program Manager II (Carol Graham and Aspen Home)

Close Date: Open Until Filled

Hours: Full-time

Job Summary: Responsible for the overall operational aspects of The Carole Graham and Aspen Homes, to include development and implementation of program policies and procedures, preparation of annual budget, fiscal management, supervision of staff, contract management, grant writing and reporting, community networking, compliance with mandatory reporting laws, adherence to WMMHC clinical and operational standards, and meeting mental health group home and substance use disorder 3.1 facility requirements.

Essential Job Responsibilities:

- Development of program in accordance with best practice models;
- Monthly monitoring of compliance with contract requirements and program goals and objectives;
- Orientation, training, and ongoing supervision of SUD Care Coordinators, Lead Residential Care Workers, Residential Care Workers, Peer Support, Rehabilitation Aide(s), administrative staff, and other staff including monthly staff meetings/case presentations, and weekly individual supervision with Lead Residential Care Workers and file/log reviews and feedback;
- Make recommendations for hiring, disciplinary, or other personnel action, and complete annual staff performance evaluations;
- Continuing program development and modification designed to incorporate best clinical practices and the most current research into the programming;
- Assuring program compliance with applicable state and federal laws, rules and agency standards;
- Participate in grant writing and subsequent monitoring and reporting of outcome;
- Maintain liaison and productive working relationships with all referral sources, community interest groups, and other treatment providers. Represent the program to other agencies and the community at large;
- Oversee staff record keeping and documentation to assure accuracy in billing procedures and compliance with contract requirements;
- Develop and revising program budget as needed to assure financial solvency;
- Monitoring and management of program expenses and revenues;
- Assuring clients are appropriately opened and funded for appropriate services;
- Authorizing staff time sheets, leave requests, and travel claims;
- Collaborating with SUD Director to maintain appropriate supervision and coverage during absences.

Job Requirements:

- Comprehensive knowledge of the principals and practices of social work, human development, and behavior; of contemporary social and economic conditions;
- Comprehensive knowledge of the causes, treatment, needs, and problems related to individuals with substance use disorders and severe and persistent mental illness including theoretical models of change;
- Working knowledge of the laws, rules and regulations relevant to chemical dependency, mental health, confidentiality, and ethics, to develop assessment, case management, and operational protocols in compliance with said laws, rules, and contracts;
- Knowledge of principles and techniques of program development;
- Ability to effectively provide direction, training and clinical supervision to a group of professionals representing various educational backgrounds;
- Ability to receive and implement direction, training, and supervision;
- Ability to utilize and effectively apply technical knowledge;
- Ability to maintain professional relationships with consumers, colleagues, community members, and the general public;

- Demonstrate expertise in decision making, crisis management, and time management strategies, and the ability to communicate effectively verbally and in writing.
- Ability to utilize basic mathematical skills such as addition, subtraction, multiplication, division and apply concepts such as percentages to practical work situations.
- Demonstrated abilities with Word computer software, spreadsheets, electronic medical record software, Outlook and the Internet.

Certificates, Licenses, and Registrations:

- Must have Montana LAC Licensure.
- Must have Montana LCPC or LCSW Licensure.
- Valid Montana Driver's License with acceptable driving record.
- Proof of auto liability insurance in compliance with WMMHC's requirements.
- Ability to pass background check upon offer of employment.

Education & Knowledge:

- Master's Degree in Social Work, Psychology or a related field.
- Minimum three years of progressively responsible clinical experience in programs serving seriously mentally ill adults and their families.
- Minimum one year of supervisory experience.