

Western Montana Mental Health Center
209 North 10th Street Ste A
Hamilton, MT 59840
Phone: (406) 531-9101
Fax: (406) 363-4498

Position: Program Manager II (PACT)

Closing Date: Open Until Filled

Hours: Full-time

Job summary: The team leader establishes, administers and directs the Program Assertive Community Treatment (PACT). A self-contained clinical team which assumes responsibility for directly providing needed treatment, rehabilitation and support services to identified clients with severe and disabling mental illnesses; supervises and evaluates the multidisciplinary team in conjunction with appropriate psychiatric support to ensure service excellence and courteous, helpful and respectful services to program clients; and functions as a practicing clinician on the team.

Duties and Responsibilities:

Direct day-by-day clinical operations of the PACT team including scheduling staff work hours to assure appropriate coverage for day, evening, weekend and holiday shifts and on-call hours; lead the daily organizational staff meetings and treatment planning meetings; continuously evaluates the status of clients and do appropriate planning and coordination of treatment activities to ensure immediate attention to their changing needs.

Supervise medical records management assuring maintenance of the medical records in compliance with agency policies, Medicaid and other third party payment requirements; train staff on medical record requirements; regularly review client assessments, treatment plans, progress notes written by the staff; and supervise individual staff for medical records mastery.

Carry out and document quality-assurance activities and reviews of use of program services. Develop and maintain program policies and procedures and review as necessary.

Initiate and maintain relationships in coordination with other staff, with law enforcement and other human-services agencies, and with informal community resources (e.g., landlords, employers).

Conduct clinical assessments and provide direct clinical treatment, rehabilitation and support services to clients.

Perform on-call duties for crisis intervention and for staff supervision and consultation

Job Requirements:

- Master's degree in social work and or other closely related field.
- LCPC/ LCSW required.
- Minimum of two-years paid experience working with people who have SDMI.
- Good verbal and written communication skills.
- Acceptance of a variety of lifestyles, behaviors, cultural and spiritual practices.
- Ability to exercise discretion and maintain client and employee confidentiality