

Western Montana Mental Health Center
802 Main Set C
Polson, MT,59860
Phone: 406-883-7310
Fax: 406-883-7312

Position: Operations Manager

Close Date: until filled

Hours: full time

Job Summary: This position provides day to day physical and fiscal management of the crisis house.

Essential Job Responsibilities:

- Daily functioning of the facility -purchasing supplies (office, food, maintenance, approving purchase of medications, etc.) , food, monitoring meal plan, & plan implementation)
- Ensuring the physical facility is in good working order and maintenance is scheduled as needed
- Staff scheduling / monitoring/ non-clinical supervision; (FT, PT, relief)
- Approve CSW timesheets and time off requests
- Actively facilitate the hiring of CSWs
- Completion of performance evaluations; corrective actions; and other personnel activities for CSWs
- Program specific training for CSW staff is implemented and ensured completed as required by licensure
- Manage the administrative needs of CRT paperwork and linkage to court for ED hearings and inform CRT team of upcoming hearings and track CRT covering the hearings
- oversee Billing process and ensure administrative aspects of the billing are completed
- Complete chart audits in conjunction with the Clinical Supervisor

Job Requirements:

- Excellent oral and written communication skills
- Manages difficult customer situations in a professional manner
- Exhibits sound and accurate judgment
- Demonstrates flexibility and the ability to quickly adapt to change in the work environment

Education & Knowledge: The above knowledge and abilities are typically acquired through a combination of education and experience equivalent to a Bachelor's degree in a related field, counseling or a related behavioral science, and one year related work experience.