



Job Description – Clinical Manager

Reports To: Associate Director of Recovery Communities

Duties and Responsibilities:

1. Responsible for the oversight of all services delivered by OPCS Behavioral Health Employees and contractors in the absence of the Associate Director of Recovery Communities.
2. Provide supervision of non-licensed staff, and case consultation with licensed staff. Includes bi-weekly group supervision and weekly supervision for non-licensed staff.
3. Lead 4 weekly staffing's.
4. Directly monitor program delivery through scheduled observations of services.
5. Lead Program Meetings for housing and clinical staff on a bi-weekly basis.
6. Develop and implement new workshop materials for therapists and clients/planning for group supervision delivery – specific topics, i.e. 'Tools for group therapy,' 'The 12-step approach'.
7. Provide in-service training to clinical staff to keep up with required hours and enhance staff knowledge and skill.
8. Organization of staff training to ensure compliance with ABBHE, CARF, and contractual requirements.
9. Assist Associate Director of Recovery Communities in budget management.
10. Development and Implementation of Treatment Protocols.
11. Interviewing prospective employees.
12. Assist Associate Director of Recovery Communities in grant implementation & delivery of services.
13. Complete performance reviews for behavioral health staff.
14. Review and sign off on all staff paperwork completed by non-licensed staff – assessments, treatment plans, discharge summaries, progress notes
15. Attend community coordination meetings with community collaborators, such as the Federal Grants and contracts, to ensure effective coordination of services.
16. Other duties as assigned.

Qualifications:

1. Master's Degree in Counseling
2. Licensed by the Arizona Board of Behavioral Health Examiners
3. Management Experience in Behavioral Health
4. Outstanding written and oral communication skills
5. Highly organized, creative, entrepreneurial, flexible and able to manage multiple tasks concurrently
6. Exceptional interpersonal skills; ability to be a leader and a team player
7. Strong computer skills
8. Reliable transportation with valid driver's license and current insurance
9. Ability and willingness to work flexible schedules