
RECRUITMENT ANNOUNCEMENT

Wasatch Mental Health

750 North Freedom Blvd. Suite 300

Provo, Utah 84601

Phone: (801) 852-4714

www.wasatch.org

Posting Date: 12/11/2018

Closing Date: Open Until Filled

Full Time Program Manager

Wasatch County Family Clinic

PCN#: PM04

Excellent Benefits Package Including:

Public Employee Health Plan Medical and Dental Insurance
Employer Provided Health Savings Account Contributions (high deductible plan)
Utah Retirement Systems Retirement (pension & 401K options)
401K or 457 Savings Account with 3.5% Company Match
156 Hours Annually of Paid Leave Accrual
52 Hours Annually of Catastrophic Sick Leave Accrual
11 Paid Holidays Annually
Company Paid Life, Short & Long Term Disability Insurance
Vision Benefits Plan
Annual Merit Pay Increases

SALARY: \$60,070 – \$81,494 Annually

***Starting salary may vary based upon directly related job experience**

Schedule: Monday-Friday

Hours: 8am – 5pm

MINIMUM QUALIFICATIONS – Graduation from a college or university with a masters degree in social work, psychology or a related field; plus recognition as a **Licensed Psychologist, Licensed Clinical Social Worker (LCSW), Licensed Marriage & Family Therapist (LMFT), CMHC, Advanced Practice Registered Nurse (APRN) or equivalent;**

ADDITIONAL REQUIREMENTS: Employment at Wasatch Mental Health is contingent on successful completion of a drug screen, motor vehicle record review and criminal background check. After hire you must complete and receive a Criminal Background Clearance (BCI) from Utah State Office of Licensing. Upon receipt of a conditional offer of employment in the position, you must provide an official copy of licensure.

Please go to www.wasatch.org. Complete Wasatch Mental Health Job Application Form and submit, along with resume, on-line prior to the closing date. Please note that resumes will not be accepted without a completed Wasatch Mental Health Job Application Form.

Wasatch Mental Health



JOB CLASSIFICATION & SPECIFICATIONS

JOB TITLE:	Program Manager	FLSA:	Exempt
DEPARTMENT:	Center-wide	EFFECTIVE DATE:	12/2016
DIVISION:	Center-wide	LAST REVISED:	12/2016

GENERAL PURPOSE

Performs a variety of **management, supervisory and advanced professional** clinical and outpatient psychotherapy duties related to providing mental health program to individuals, groups, and families in the divisions of Adult & Family Services or Child & Family Services; conducts prevention related classes and workshops to individuals, groups or organizations.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of an assigned Administrative Director, Care Management Director, or Adult & Family or Child & Family Division Director.

SUPERVISION EXERCISED

Provides administrative and managerial supervision over assigned program functions and general supervision to First-line Supervisors, RN/LPN's, Medical Care Providers, Prescribers, Psychologists, Psychiatrists, or Therapists during orientation periods, while in training or on a case-by-case basis. Provides close supervision to Therapists, Case Managers, Human Service Workers, Autism Aides, Client Services and Clerical Support Staff on a case-by-case or project-by-project basis. Provides close clinical supervision to Interns.

ESSENTIAL FUNCTIONS: (Performs some or all of the Following)

Manages the day-to-day operation of care facility or a specialty program/service; develops and implements operational policies and procedures; identifies project and work load priorities; delegates assignments and determines work schedules; evaluates program effectiveness & efficiency overseeing program fidelity and consistency with delivery of treatment model(s) and evidence based practice; explores industry and recommends program expansion options and delivery model enhancements; evaluates employee performance, manages staff conflicts and makes recommendations affecting employment status and job retention; develops and manages a program or facility budget; participates in grant writing, overseeing grant compliance, performs grant data tracking and reporting; engages in contract negotiations, development and compliance management.

Represents Wasatch Mental Health program(s) to various audiences, including schools, community, elected officials, public safety agencies to training, educate and promote quality of life resources; assists to monitor current level of community need, i.e., client groups without Medicaid, coordinates with other providers to deliver access to services.

May perform pre-hospital screening and admissions; conducts discharge planning, screens outpatient and aftercare programs to ensure continuity of patient care; provides liaison between aftercare teams of the Utah State Hospital, DCFS, DWS, DSPD, Vocational Rehab, Nursing Home(s), schools, Wasatch County, Utah County Substance Abuse, Assisted Living Centers, Housing Authority, Children's Justice & court system and the local mental health program; screens and evaluates local agency and internal referrals.

May serve as a member of the daytime and 24 hour on-call crisis team; responds to life threatening or severe trauma situations; provides crisis intervention counseling and training (CIT).

May be assigned to provide clinical supervision to co-workers and subordinates who are striving for higher levels of licensing; performs as a clinical instructor by special assignment; signs-off and recommends licensing advancements.

Provides direct and indirect clinical services; develops and supervises client treatment program; performs individual, family and group outpatient psychotherapy; manages personal case load; provides training and consultation services to individuals, groups, families, and organizations.

Develops support groups for assigned areas of specialization; develops client networks and transition groups; provides training, consultation, and related mental health specialty services; develops and designs group curriculum.

Serves as liaison to various agencies providing complementary services and special programs to selected target groups; coordinates mutual and cooperative efforts; performs various public relations and community trainings; collaborates with community stakeholders; participates in public forums and makes public addresses; participates in the organization and execution of program fundraising efforts; prepares mental status reports and conducts exams for disability determinations for social security and Medicaid; may oversee completion of PASARR-Level II evaluations.

Performs various administrative functions related to client and program records, chart management and documentation of service hours; develops and updates assessments, treatment plans & reviews and progress notes; collects and records data

regarding client enrollment, fee setting, billing, Medicaid audits, etc.

Performs general case monitoring and management; assists in determining appropriate treatments and timely termination of clients by participating in regular recovery services coordination meetings.

Participates in staff and incident review meetings; assists to monitor diagnosis, goals and progress notes related to individual clients; assists with document reviews to assure compliance with record keeping requirements, policies, and outside audit regulations.

Monitors client behaviors and reaction to medications as needed to avoid adverse side affects; receives medical instruction from nursing staff.

Coordinates with supervisors regarding issues and problems which interfere with assignments, goals, treatment plans, and projects.

As needed, acts as a subject matter expert in giving testimony in court hearings and investigations; attends juvenile court as needed to represent client needs and provide professional opinions.

Performs other related duties as required.

MINIMUM QUALIFICATIONS:

1. Education and Experience:

A. Graduation from a college or university with a masters degree in social work, psychology or a related field; plus recognition as a **Licensed Psychologist, Licensed Clinical Social Worker (LCSW), Licensed Marriage & Family Therapist (LMFT), CMHC, Advanced Practice Registered Nurse (APRN) or equivalent;**

AND

B. Five (5) years of progressively responsible post clinical licensure experience;

2. Required Knowledge, Skills, and Abilities:

Thorough knowledge of psychology, diagnostic classifications and mental health concepts; normal and abnormal psychology; evaluation and various forms of psychotherapy; intervention & patient counseling processes, techniques, and methods; mental health care facility programs and procedures; addiction & dynamics of abuse; crisis intervention & suicide assessment methods. **Considerable knowledge of** treatment involving psychotropic medications; Medicaid policies & procedures; principles of supervision and employee motivation. **Working knowledge of** legal environment related to human resource management, principles of effective supervision, fiscal management and general public policy.

Ability to perform under adverse crisis situations; communicate verbally and in writing; develop and maintain effective working relationships with multi-disciplinary treatment teams, executives, professionals, administrators, and the public.

3. Special Qualifications:

Must be a Licensed Psychologist, Certified Mental Health Counselor, Licensed Clinical Social Worker, Marriage & Family Therapist, AP Registered Nurse or equivalent.

4. Work Environment:

Work performed in a clinical setting with appropriate climate controls. Tasks require variety of physical activities, occasionally involving muscular strain, related to walking, standing, stooping, sitting, reaching, hearing, talking and seeing essential to successful completion of typical duties. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, complex instructions, emotional stability, creative problem solving. Elements of hazard uncertainty exist in the normal course of performing duties associated with providing mental health services.