

JOB DESCRIPTION**PROGRAM MANAGER II**

Adult Outpatient Services
Center for Access and Adult Clinical Services
Region Ten Community Services Board

CLASSIFICATION TITLE: Program Manager II

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA exempt position. The incumbent is responsible for planning, coordinating, and supervising outpatient counseling programs for adults with co-occurring, mental illness or substance use disorders. The incumbent will supervise professionally licensed or credentialed staff providing both clinical and administrative supervision. Utilizing a team approach, the supervisor will develop work schedules, plan programming and services, coordinate service delivery and collaborate with agency and community partners. The incumbent will assist in the development and monitoring of program budgets. The incumbent will be responsible for assisting in the development and implementation of programming to support the Integrated Dual Diagnosis Treatment modality and stay abreast of current best and evidence-based practices in the field.

The incumbent is expected to function with initiative as well as utilize independent judgment. The incumbent reports to the Senior Director, Center for Access and Adult Clinical Services and will receive regular supervision and will seek consultation from supervisor and/or other agency specialists about situations that are out of the ordinary. The incumbent exercises sound judgment, is cooperative, is able to work well with and inspire others, and demonstrates leadership.

In carrying out position duties, he/she performs in accordance with applicable professional ethics and established Region Ten policies.

The HIPPA access level for this position is Level Two.

The essential functions of this job are starred below (*) under "Major Duties."

MAJOR DUTIES:

1. *Provides clinical and administrative supervision to assigned staff and licensure supervision as assigned
2. *Plan and manage the provision of assessment, counseling, and follow-up services for adults with co-occurring, mental illness of substance use disorder diagnoses.
3. *Provides programmatic leadership to clinical staff in the AACCS Center.
4. *Become proficient in the IDDT model of service delivery and assist staff with becoming proficient.
5. *Assist the Senior Director in developing program services that ensure only evidence-based programs are provided within the center.
6. *Assure that clinical staff meets the performance and quality standards established by the agency.
7. *Establish and maintain collegial relationships within Region Ten and with partner agencies.
8. Participate with other managers in the AACCS center and throughout the agency to assure quality service throughout the continuum of care.
9. Participate on committees or Boards as assigned.
10. Performs other duties as assigned in keeping with general description of this position.

QUALIFICATIONS:

Master's degree in a related field is required. Licensure or License eligible as a LCSW or LPC is required. In order to ensure the safe and efficient fulfillment of business related travel, a valid Virginia Driver's License, plus an acceptable driving record, as issued by the Division of Motor Vehicles are required. For use of a personal care to conduct Region Ten business, a certificate of valid personal automobile insurance must be provided.

Experience: A minimum of 2 years of experience in the provision of services to adults with co-occurring, mental illness and substance use disorders is required. At least one year of experience in supervision of professional staff is required.

Knowledge of: supervision and management strategies, treatment modalities for co-occurring, substance use disorders and mental illnesses, DSM IV, case management strategies, the local criminal justice system,, evidence-based practices, IDDT, stages of change, motivational interviewing, and electronic record-keeping.

Skills in: supervision and team management; planning and developing new services; matching consumer stage of change with appropriate treatment, serving hard to engage consumers, working collaborative with other professionals, and assessing and referring consumers appropriately. Candidates must be computer literate and skilled in oral and written communication.

