



## **PROGRAM MANAGER/LEAD BEHAVIORAL HEALTH THERAPIST JOB DESCRIPTION**

<b>Position:</b>	Program Manager/Lead Behavioral Health Therapist
<b>Department:</b>	Behavioral Health Services
<b>Accountability:</b>	Clinical Director of Behavioral Health Services Department
<b>Job Status:</b>	Full-time
<b>Classification:</b>	Exempt
<b>Salary:</b>	\$52,000-\$56,000

### **GENERAL DESCRIPTION:**

The Behavioral Health Services Program Manager/Lead Mental Health Therapist reports to the Clinical Director of DCS' Behavioral Health Department and is responsible for assisting the Clinical Services Director in coordinating the delivery of Behavioral Health Services and to provide direct clinical services to DCS clients. Primary responsibilities include departmental oversight, management, and coordination; direct supervision of counseling staff, therapy, case management, and advocacy for departmental clients; and coordinating outreach, training, and other general social services support.

### **ESSENTIAL JOB FUNCTIONS:**

- Oversees program services planning, delivery, and recordkeeping for DCS' Clinical Department
- Supervises and supports counseling staff and data entry /billing specialist
- Conducts staff evaluations and monitors compliance with the County contract
- Supports other departmental staff as necessary
- Assists the Clinical Director in preparing monthly, quarterly, biannual, and annual departmental reports
- Conducts departmental self-audits for adherence to quality assurance guidelines
- Ensures departmental files and other required documentation are maintained in accordance with applicable county, state, and federal requirements
- Maintains departmental confidentiality and privacy standards in accordance with agency policies and applicable regulations and law including HIPAA
- Ensures departmental compliance with Medicaid/Medicare regulations including documentation and billing standards
- Ensures departmental adherence to billing practices established by the Clinical Director
- Ensures departmental adherence to treatment plans addressing co-occurring disorders
- Provides individual, group, and family therapy to clients enrolled in DCS' clinical department
- Provides crisis intervention services as needed
- Assesses, diagnoses, and develops comprehensive treatment plans for departmental clients
- Provides case management and client advocacy services to DCS clientele
- Coordinates/facilitates therapeutic/psychoeducational groups
- Participates in all treatment team meetings, provider meetings (as assigned), and Utilization Review meetings
- Coordinates outreach efforts and trainings

### **NON-ESSENTIAL JOB FUNCTIONS:**

- Demonstrates cooperative behavior with colleagues and supervisor, positively contributing to the culture of the work environment
- Coordinates special events for the community and clients
- Provides in-house and external training for staff and community
- Completes general office work
- Other duties as assigned

## **EMPLOYMENT STANDARDS:**

### **Education:**

- Master's Degree in Counseling, Social Work, psychology, or closely related field
- Licensed in California - Licensure with the Board of Behavioral Sciences is a requirement of the position. LMFT, LCSW, PhD preferred
- Experience working with Alcohol and Other Drugs clientele strongly preferred

### **Experience/Knowledge:**

- A minimum of two years' experience in a social service agency preferably with the Deaf and Hard of Hearing performing comparable duties
- Possess a working knowledge of community resources
- Knowledgeable about current issues related to Deaf and Hard of Hearing people and Hard of Hearing issues and Deaf culture required
- Knowledge of ADA and other anti-discrimination laws
- Ability to maintain confidentiality

### **Skills:**

- Ability to communicate in ASL and to accommodate to the communication needs and styles of person who are hard of hearing or late-deafened
- Ability to work well in a multi-disciplinary team-oriented, diverse environment
- Flexibility and strong organizational skills
- Ability to understand and carry out verbal/written directions
- Ability to use a computer to maintain accurate records/files
- Excellent writing skills
- Effective communication skills, including presentation skills

### **Other Qualifications:**

- Must have access to reliable transportation

**AT-WILL:** Employment with DCS is an "At-Will" relationship. DCS is an Equal Opportunity Employer.

**BENEFITS:** DCS offers a generous benefits package including medical, dental, vision, life and long term disability, as well as, a generous PTO package and 401(k) options.

**APPLICATIONS DEADLINE:** **Open Until Filled**

Submit resume and cover letter to:

Human Resources: [hr@dcsofsd.org](mailto:hr@dcsofsd.org)

Deaf Community Services of San Diego, Inc.

*DCS is not accepting unsolicited assistance from search firms for this employment opportunity. Please, no phone calls or emails. All resumes submitted by search firms to any employee at DCS via-email, the Internet or in any form and/or method without a valid written search agreement in place for this position will be deemed the sole property of DCS. No fee will be paid in the event the candidate is hired by DCS as a result of the referral or through other means.*