



1235– Program Supervisor 7 – Childrens Mental Health Service

Location: Temple, Texas

Job Type: Full-time

Category: Licensure Required

Salary: DOE

Hours: 8 - 5 M - F May Vary

GENERAL DESCRIPTION

Performs highly advanced consultative services and technical assistance work. Work involves planning, developing, coordinating, and implementing major agency programs and providing consultative services to program staff, governmental agencies, community organizations, or the general public. Trains, leads, assign and prioritize the work of others. This position works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. This position supervises the operation of 5 locations within Central Counties Services. Provides overall program leadership to a team of clinical staff who provide services for all 5 counties.

ESSENTIAL JOB DUTIES

- Oversees the performance of a variety of technical, training, research, planning, and administrative activities of assigned programs.
- Provides clinical and administrative supervision to a team of Mental Health Professionals, LPHA'S & QMHP'S.
- Oversees staff who act as a liaison with agencies and internal programs to explain the programs and agency statutory requirements.
- Provides consultation to other Department program staff in highly specialized clinical matters related to Children's Diagnostic Assessments and Mental Health Treatment Modalities.
- Develops and maintains effective relationships with community members, stakeholders and Community agencies.
- Conducts monthly staff meetings for case coordination and communicating program policies and procedures.
- Oversees/prepares the collection, organization, analysis, and preparation of materials in response to requests for program information and reports.
- Assures program productivity is maintained by monitoring performance contract reports.
- Assures program quality is maintained by conducting peer review activities, analyzing consumer satisfaction surveys, informal and formal feedback and external reviews.

- Participates in regional and state initiatives and committees.
- Provides direct supervision and consultation to team leads monthly & whenever emergency situations arise, oversees team leaders' management of subordinates.
- Plans and writes a variety of reports, correspondence, needs assessments, and other documents for such audiences as Court, Law Enforcement Officials, and citizens.
- Supervises licensed clinicians and ensures timely access to MH services.
- Other duties as assigned.

TRAINING REQUIREMENTS

Current First Aid and CPR, including AED, current driver's license and bi-annual DMV review, maintain professional license, and all required annual training requirements.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

The Supervisor of CMH must be licensed in Texas as a clinical social worker, clinical psychologist, or licensed professional counselor. The Supervisor must have extensive knowledge of clinical supervision of other professional or paraprofessional staff, knowledge of the system of care in Central Counties. The Supervisor must have an advanced knowledge of current treatment interventions for individuals who have a mental illness and/or co-occurring substance abuse disorder, psychopharmacology, and diagnostic skills. They must have specialized knowledge of children's mental health treatment modalities and the diagnosis of these illnesses.

Knowledge of local, state and federal laws related to the program area; public administration and management techniques; of statistical analysis processes; of budget processes; of research techniques; of training and marketing techniques; and of program management processes and techniques.

MINIMUM REQUIREMENTS

Graduation from an accredited Masters Level or Doctoral program with a degree in the mental health field and clinical licensure as an LPC, LCSW, or Licensed Psychologist. Senior level experience providing mental health and/or substance abuse services including diagnostic evaluations, outpatient treatment, crisis intervention, and case management to adults or children in a community setting. Must be licensed in the state of Texas. Minimum of three years program management experience in a similar setting or advanced senior level clinical duties and advanced post graduate education/training in mental health and the law.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ADDITIONAL REQUIREMENTS

Work Environment

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, postage machines, and fax machines.

Travel

- May be required to travel to other Center locations.
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Relationship Skills

- Ability to communicate effectively, both verbally and in writing.
- Ability to perform tasks effectively and efficiently.
- Ability to plan and schedule work and implement directives without constant supervision.
- Ability to present a professional appearance and conduct when representing the Center.
- Ability to work cooperatively and productively with supervisor, individuals, co-workers, and groups of persons at all levels of activity, contributing to a strong spirit of teamwork.
- Ability to maintain an orderly and professional appearing work station.
- Ability to establish and maintain effective working relationships with staff, other agencies and the general public using tact, courtesy and good judgment.

Other Duties

- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

APPLY ONLINE AT: www.centralcountiesservices.org

Posting Information:

Open date: April 21, 2017

Closing date: May 31, 2017

For additional information, email kelli.sames@cccmhmr.org