Psychiatric Clinic Supervisor

Salary Range:$28.42 To $30.34 Hourly

This position is an integral and collaborative member of the Betty Hardwick Center team and serves as the supervisor of the Medication Clinic. Professionalism, teamwork, and effective communication are essential to success in this role.

The Medication Clinic Supervisor is responsible for the day-to-day supervision and coordination of clinic staff serving adults, children, and individuals with mental health, substance use, and intellectual and developmental disability disorders. The position also oversees the management and monitoring of the Patient Assistance and medication sample storage areas, as well as pharmacy and laboratory expenses. This includes developing and maintaining processes to ensure that all eligible individuals are identified and assisted with applying for Patient Assistance programs.

In collaboration with the Medical Director, the Medication Clinic Supervisor establishes program goals and objectives; develops and implements program guidelines, procedures, policies, rules, and regulations; establishes schedules, priorities, and performance standards; evaluates program activities and outcomes; develops and evaluates budget requests; and coordinates program operations.

The position is responsible for ensuring compliance with all applicable funding-source requirements and standards related to service provision. Services are delivered throughout the Center's catchment area at Center-owned, loaned, or leased locations, both in person and through telemedicine technology.

This position reports directly to the Center's Chief Clinical Officer.

Qualifications:

• Must have a Bachelor's degree in a human service field and 3 years of supervisory experience required.

• The qualified candidate will have excellent communication and problem resolution skills, demonstrated effectiveness in working with and leading teams, and will be proficient in using office software (word, excel, power point, etc..).

• Must have a valid Texas Drivers' license and be an insurable driver. Driving is an essential function and employees must maintain an acceptable driving record/insurability while employed.

Hours for this position are Monday - Friday, 8am-5pm, flexible.

This is a Full-Time position. Benefits are available.

Will be eligible for a one- and two-year increase, depending on satisfactory performance.

To apply for this position, please submit an application and resume via our website: www.bettyhardwick.org

For specific questions about the position, please contact Michael Jones, Human Resources Director: mjones@bettyhardwick.org, 325-690-5128