



Job Description

Position Title:	<u>Program Manager – Intensive Services</u>	FLSA:	<u>Exempt</u>
Position Reports To:	<u>Division Head/Clinical Director</u>	Salary Range:	<u>TBD</u>

Summary of Duties:

This position is under the direct supervision of Division Head – Intensive Services Programs. Primary focus of work will be for the Full Service Partnership (FSP) Adult and Children programs. Coordinate and provide oversight and leadership of the intensive Services and its staff in addition to providing direct mental health services. Responsibilities are to include but are not limited to direct services for individual, group, family counseling; clinical intake/evaluation; crisis intervention, parent/child therapeutic activities, community presentations, and clinical case management.

Essential Duties and Responsibilities:

1. Coordinate FSP services with lead agency, SSG or Pacific Clinics, including receiving referrals and assigning cases to program staff.
2. Provides clinical supervision of MFT-I and ASW clinical staff. Provide a minimum of one (1) hour of individual supervision weekly to clinical staff requiring clinical hours for licensure. Hold supervisees accountable for tracking and obtaining approval of clinical hours for their licensure.
3. Review and approve documentation and charting of all supervisees. Assist in review of client charts for quality assurance and preparations for program audits and reviews.
4. Facilitate team meetings weekly.
5. Available on call 24/7 for consultation with Intensive Services staff dealing the client's crisis situation.
6. Provide screening and immediate assistance to clinic walk-in clients.
7. Performs the role of Single Fixed Point of Responsibility (SFPR) for the treatment planning process and provision of care for your assigned clients. Provide diagnosis, assessment and plans treatment process for clients. Coordinates client care with psychiatrist, other clinicians and CSS staff.
 - a. Maintain accurate, complete and timely charting and documentation of clients' services and outcomes. Provide periodic and annual reviews for client's treatment plans as required by program.
 - b. Develop and provide psycho-social/educational services, i.e., parenting, stress management, anger management, and other services as directed by the Clinical Director.
 - c. Maintain utilization rate of 60% (may be adjusted based on supervision assignments)
8. Attend and participate in program meetings called by lead agency quarterly or monthly.
9. Participate in providing leadership and provision of training for paraprofessional staff, clinical trainees and other clinical staff as assigned.
10. Present PACS services and other Outreach activities to the community to foster support, understanding and referrals.
11. Provide clinical supervision to additional staff in other programs as assigned.
12. Attend additional program or clinical trainings as required.
13. Perform duties and tasks as assigned by the Clinical Director.

Qualifications and Experience:

1. State of California Board of Behavior Sciences Licensed Mental Health Provider, LCSW, LMFT.
2. Master's Degree or higher in Social Work, Psychology, Counseling
3. 5 years of experience in providing clinical services and/or social services with 2 years post professional licensure.
4. Completed clinical supervisors' training.
5. Understand and have working knowledge of Medi-Cal appropriate mental health services and billing procedures including usage of activity codes.
6. Experience in servicing a culturally diverse clientele, with ability to bridge cultural differences
7. Exhibit flexibility, client-centered perspective



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8. Ability to work with multicultural staff and clients.
9. Maintain reliable means of transportation to provide field work and attend Los Angeles County department(s), Service Provider Program and community meetings.

Above duties and qualifications may be updated without notice due to programs and services requirements.