

Job Title: Clinical Program Manager
Classification: F/T (40 hours/week), Exempt
Location: San Francisco, CA
Reports to: Clinical Director

Oakes Children's Center is a school-based mental health agency dedicated to providing services to youth with emotional and/or developmental challenges and to their families, particularly in underserved communities. Our goal is to foster the social, emotional, and educational growth necessary for children to continue learning and fully realize their potential. We fulfill our mission by providing innovative and culturally responsive therapeutic services, comprehensive assessment, and clinical training.

The Clinical Program Manager oversees the clinical and program administration of our Outpatient and School-Based services contract. She/he collaborates with the management teams and the Training program to ensure a high standard of treatment and care and supports interns assigned to school sites as appropriate.

ESSENTIAL FUNCTIONS

- Manage and oversee the Outpatient and School-Based services program contract and goals.
- Provides supervision, oversight, and on-call support to the school-based and out-patient mental health clinicians.
- Maintain relationships with school sites and collaborates with upper management regarding the school-based and out-patient programs and contracts.
- Collaborate with the Executive, Clinical Director, and QA staff to meet the objectives of the agency as a whole.
- Serve as member of the agency's quality assurance team. Helps to ensure that the agency complies with QA requirements through meetings such as PURQC, regularly reviewing clinicians' notes, treatment plans and charts, and continuously reviewing compliance practices.
- Coordinate referral process with DPH and San Francisco Unified School District (SFUSD). Oversees the intake and assignment of referrals and clinician caseload tracking and required documentation.
- Attend monthly CYF SOC, SOAR, ERMHS, district and DPH meetings, IEPs, and meetings with administrators at school sites.
- Attend and lead agency meetings including Management Team, staff meetings and group supervision as needed.
- Assist in the development of new programs and initiatives with outside partners, in alignment with the agency's mission and values.
- Leverage relationships at the individual, interagency, and county levels to facilitate the effectiveness and reach of Oakes' services and knowledge. Represent the agency during meetings with other county and community partners.
- Complete miscellaneous projects as assigned by Clinical Director.

SUPERVISORY RESPONSIBILITIES

- Review and approve supervisees' documentation to ensure adherence to Medi-Cal standards.
- Recruit, hire, and provide training and support to all clinical staff, including clinical supervision.
- Advise and direct administrative and clinical staff, in consultation with other directors and individual supervisors.
- Assist with the establishment and maintenance of staff development and training programs.

- Work with Clinical Director and Human Resources Manager to identify and address employee performance and disciplinary issues.

QUALIFICATIONS

- Minimum three years providing mental health services to children and families
- Experience supervising mental health clinicians
- Expertise in Medi-Cal billing and documentation
- Working knowledge of the public mental health system in San Francisco
- Experience working with schools, multidisciplinary teams, and families using a systems model
- Skilled in trauma-informed care for a diverse population of children and families
- Excellent communication with colleagues, staff, and a variety of external partners
- Adaptability and resourcefulness in an evolving landscape of priorities and responsibilities
- Ability to identify opportunities and take initiative in meeting agency objectives
- Experience with program development, including budget and contract creation and maintenance, preferred

EDUCATION

California LCSW or LMFT required

COMPENSATION

Compensation is commensurate with experience.

Total rewards include:

- Generous paid vacation and personal time off
- 12 paid office holidays.
- Full medical and dental insurance, with Oakes paying 100% of the premium.
- Pre-tax transit benefits and health flex spending (FSA)

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RESUMES SUBMITTED WITHOUT COVER LETTERS WILL NOT BE CONSIDERED FOR REVIEW.

Oakes is committed to the philosophy of equal employment opportunity and does not discriminate against any employee or applicant on the basis of race, color, ancestry, age, religion, sex, sexual orientation, gender identity or expression, national origin, disability, medical condition, marital status, domestic partner status, veteran status, weight, height, AIDS/HIV status or other non-job-related criteria.

Applicants are encouraged to find out more about Oakes' programs by visiting the website at www.oakeschildrenscenter.org