



**DEPARTMENT:** Mental Health Services

**REPORTS TO:** Director of Adult Programs

**POSITION:** Clinical Program Manager

**EMPLOYMENT TYPE:** Full time, non-exempt, benefitted

**CLINICALLY SUPERVISES:** Mental Health Therapist Interns and Graduate Student Trainees

**ADMINISTRATIVELY SUPERVISES:** Administrative Assistant Clinical Services, Intake Coordinator

**Agency Description:** Mentis, celebrating 75 years, is one of Napa's oldest nonprofits. We provide affordable, bilingual, and accessible mental health services for people of all ages living in Napa County. Our vision is to create a community of enduring strength by equipping children, youth, adults, and seniors with the tools they need to live emotionally healthy and stable lives through programs ranging from prevention to mental health treatment.

**SUMMARY:** The Clinical Program Manager works in conjunction with the Director of Adult Programs to oversee administrative and clinical operations of the clinic program and other clinical outpatient services, provides clinical guidance to behavioral health staff, and participates in activities and functions to ensure that program goals and objectives are accomplished in accordance with established priorities, time limitations, funding limitations or other specifications.

**DUTIES AND RESPONSIBILITIES:**

- Oversee outpatient clinical program
- Monitor contracts and compliance of outpatient clinical program in collaboration with Compliance Officer and Director of Adult Programs
- Work with billing department to ensure effective Medical billing and claiming of applicable clinical services
- Oversee receipt of Records Requests and timeliness of response by Administrative Assistant Clinical Services
- Provide clinical guidance to Intake Coordinator on appropriateness of collaborator referrals to agency
- Coordinate community agencies and presenters to present to clinical staff at clinical trainings
- Coordinate, monitor and supervise the clinical activities of therapists and clinical staff
- Oversee assignment of new referrals by Intake Coordinator to therapist caseloads as indicated
- Collaborate with clinical supervisors to monitor supervisee's client caseloads to track compliance with 50/50 productivity ratio
- Conduct audits of supervisee's client records in EHR to track documentation and data compliance

- Collaborate with community partners as needed for effective management of outpatient clinical services
- Collaborate with HR Specialist to coordinate and facilitate new hire orientation and onboarding for clinical staff
- Collaborate with Director of Adult Programs on revisions to Clinical Policies & Procedures manual and improvements to clinic systems workflow
- Collaborate with Director of Adult Programs in tracking relevant statistical data for clinic program for reporting out to funders
- Take a lead role, with support from Director of Adult Programs, in writing reports to program funders
- Track grant funding sources so that clinic is on schedule in meeting specific grant requirements and communicate regularly with Intake Coordinator on updates to funding sources
- Alert Director of Adult Programs to emerging HR issues among clinic staff
- Monitor and approve assigned clinic staff timecards, time off requests, expense reports in Paylocity system
- Participate in monthly Manager's meetings
- Participate in quarterly Clinical Supervisor's meetings
- Facilitate weekly check-in meetings with Administrative Assistant Clinical Services and Intake Coordinator
- Participate in intra-agency steering committees
- Participate in monthly all-agency staff meetings
- Clinically supervise weekly case consultation group meetings in collaboration with another clinical supervisor
- Oversee management of clinical case consultation rotation schedule by Administrative Assistant Clinical Services
- Provide weekly supervision to assigned intern(s) and review/co-sign all documentation in EHR
- Conduct 90-day introductory period and annual Work Plan reviews of clinic supervisees in collaboration with appropriate program managers
- Participate in interview process for hiring new program staff
- Keep current on updates within the profession and maintain active licensure status
- Track EHR related issues from clinic program staff and work with InSync support staff to problem solve

**Knowledge, Skills and Abilities:**

- Experience with Medical billing with County and/or managed care plans, ideally both
- Knowledge of organizational practices
- Knowledge of supervisory practices and principles
- Skills in organizing work of self and others
- Skills in both written and verbal communication
- Critical thinking skills
- Problem-solving abilities
- Attention to detail
- Comfortable with assuming a leadership role
- Active listening skills

**Qualification Requirements:**

- Current licensure as an LCSW, LMFT, LPCC, or Licensed Clinical Psychologist plus 2 years post licensure experience to clinically supervise
- Experience providing clinical supervision to interns gaining experience under the California Board of Behavioral Sciences requirements
- Experience working within Medical funded programs
- Managerial experience, either in a Non-Profit or County setting

**Compensation:** \$41-\$45hr.

**Please submit your resume and cover letter.**

California Pay Transparency Disclaimer: This is a nonexempt position. The pay range for this position is \$41/hour - \$45/hour.

Actual placement within range will be contingent upon several factors, including but not limited to the candidate's qualifications, education, experience, internal equity, and alignment with market data.

**Benefits** for our regular full-time employees include the following:

- Earn up to 12 vacation days per year
- Earn up to 10 sick days per year
  
- Enjoy 12 holidays per year, plus a winter break (3 days)
  
- Up to 90% paid premium for medical and fully covered dental premium for the employee
  
- Vision and Dental Plans
  
- 401k retirement plan
  
- Annual training allowance
  
- Paid time off for training
- EAP

Physical setting:

- Office

*Mentis is an equal opportunity employer who does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other characteristic protected by law.*

