



Arroyo Vista Family Health Center

JOB DESCRIPTION

Salary Range: \$115,000.00 To \$125,000.00 Annually

Position Title: Behavioral Health LCSW Manager

Summary:

Under the direction of the Chief Medical Officer, the Manager of Behavioral Health Services is primarily responsible for providing LCSW therapy services, as well as administrative supervision and support (e.g.: client oversight, case consultation, timecard approval, productivity reports) for agency-wide mental health services and staff, including LCSW providers, Behavioral Health Case Managers and ECM Program Team. The Behavioral Health Services Manager position is an integral part of the management team and successfully collaborates with colleagues to ensure overall program and agency effectiveness. The Behavioral Health Services Manager is accountable for ensuring delivery of exceptional services that are focused on the client needs while also upholding TVFS and DMH standards. The Behavioral Health Services Manager is also responsible for ensuring accurate billing and documentation. The Behavioral Health Services Manager is responsible for improving the overall program and using LCSW and administrative knowledge to improve the way services are delivered and documented. The Behavioral Health Services Manager serves at the ECM Program Director and ECM Clinical Consultant, as per ECM policy and procedures manual and contractual requirements.

DUTIES AND RESPONSIBILITIES:

1. Provide on-going individual supervision of community-based therapists as assigned.
2. Provide didactic training, group supervision as assigned.
3. Recruit and train program staff.
4. Oversee the delivery of quality LCSW services and compliance with agency policy.
5. Assist in the development of program policies and procedures to ensure agency compliance with funding sources
6. Ensure that client service hour expectations are met for direct report supervises.
7. Ensure that all paperwork is complete, accurate, and paperwork deadlines are met.
8. Participate in supervisors meetings, staff meetings, agency wide meetings, utilization review meetings, in-service training, morale and team building events.
9. Comply with agency guidelines, policies and procedures.
10. Comply with applicable professional licensing requirements and ethical standards including maintaining required supervision CE hours.
11. Perform other duties and responsibilities as assigned.

REQUIREMENTS:

1. Masters' Degree in Social Work
2. LCSW credential in good standing with the California Board of Behavioral Sciences.
3. Minimum five (5) years' LCSW experience, two (2) years' supervisory experience.
4. Effective written and verbal communication skills and ability to write clear concise reports
5. Knowledge of and experience with providing substance abuse and mental health assessments and counseling.

6. Knowledge of evidenced based practices and therapeutic treatment models including Cognitive Behavioral Therapy, Motivational Interviewing, Seeking Safety, etc.
7. Experience in an outpatient clinic setting
8. Ability to maintain patient confidentiality
9. Strong commitment to the National Association of Social Workers (NASW) Code of Ethics including principles of social justice, empowerment and self-determination of individuals
10. Ability to work well with others in team oriented environment, work independently when needed, take initiative and use good judgment
11. Bilingual English/Spanish