SPECIAL SERVICE FOR GROUPS

JOB ANNOUNCEMENT

Title: Program Supervisor
Division: HOPICS- KI Innovative Grant

FLSA: Exempt/Full Time (40 hours)
Pay Range or Rate: TBD
Revised: 03.2018

Summary

Under the supervision of the Associate Director of Behavioral Health Services and/or Division Director, the Program Supervisor will oversee the operation of SSG/HOPICS H.E.A.L Resiliently Project and coordinate with SSG/HOPICS Trauma Recovery Center Program manager on a multidisciplinary team of mental health professionals, medical personnel, paraprofessionals, case managers, providing mental health services, substance abuse services. This individual will provide trauma informed care best practices using expressive arts which includes but not limited to: Yoga, Music, and Art. Under the supervision of the Associate Director of Behavioral Health Services and/or Division Director, the Project Supervisor, This incumbent will be responsible for integrating behavioral health wellness best practices to clients and mental health professionals. Under the supervision of the Associate Director of Behavioral Health Services and/or Division Director, the Project Supervisor will work collaboratively with the Behavioral Health Services Leadership Team, public agencies, California Governor’s Office of Emergency Services, other program managers within the Division and community partners. They will supervise and perform professional clinical services in connection with treatment of mentally ill and emotionally disturbed consumers that have experienced homelessness, underserved and at risk victims of a crime.

Incumbent will be responsible for completing quarterly reports, data collection measuring the effectiveness of healing arts compared to traditional talk therapy and holding a small clinical caseload (6-10). Incumbent will be responsible for facilitating Healing Arts group and individual counseling. Incumbent will be responsible for meeting with yoga and expressive arts consultants on a monthly basis.

Incumbents of this position will need to have an understanding of trauma informed care, crisis management self-care, mindfulness, and theoretical frameworks. Program Supervisor must have knowledge of incorporating expressive arts into individual and group treatment modalities as well as developing and maintaining collaborative partnerships.

Program Supervisor must be a team player, exhibit effective communication, responsible, task oriented, and able to meet deadlines. Incumbent must be able to attend professional development trainings and team meetings.

Essential Functions

- Responsible for overseeing the project which includes but not limited to: quarterly reports, data collection, collaborative partnerships, individual and group therapy.
- Responsible for developing community resources related to expressive arts (i.e. music, painting, dance, poetry, acting or another art form)
- Responsible to attend Interdisciplinary Team Meetings outside of Multi-Disciplinary Team meetings.
- Responsible to serve as the primary program liaison to funder, California Governor’s Office of Emergency Services, hospitals, primary healthcare partner- clinics and other community partners.
- Review clinical charts, audit, on a regular ongoing basis to ensure documentation standards are being met in accordance to the Department of Mental Health guidelines (general standard model used)
- Responsible for reporting the monthly budget and earning appropriate level of units for funding.
- Assist with coordinating Psychiatric Medication Evaluations and appropriate coverage has been established by healthcare partner.
- Responsible for reporting budget and cost reimbursement levels for non-funder revenue sources.
- Work on other appropriate tasks as assigned by the Associate Director of Behavioral Health Services and/or Division Director.
- May provide direct Mental Health and Substance Abuse Counseling/Case Management services for mentally ill and substance abusing clients (CODC).
- Develop community linkages relative to ancillary vocational, educational, housing, adult services; other needed appropriate services that will enhance the living conditions of the client.
• Supervise MSW/MFT's, Student Interns and complete appropriate paperwork in accordance with the Board of Behavioral Sciences and the Memorandum of Understanding (MOU) with respective Universities. Assign Students Interns appropriate level of work and training.
• Conducts and review clinical assessments with children, youth, adults and families to obtain information to complete a comprehensive biological/psychological/social assessment which includes covered trauma.
• Establish a client coordinated treatment plans that correlates with the clinical assessment and identifies the present of disturbances related to trauma, to assist the consumer to resolve or cope with the mental, emotional, medical and/or substance related problem
• Will attend meetings, training sessions, seminars, and other activities as needed for this position including agency representation.
• Maintain appropriate boundaries
• Adhere to SSG’s Code of Ethics and HOPICS’ Core Values
• Represent the Agency in a professional manner at meetings and community events; maintain regular attendance
• Maintain and govern files/records on client services in compliance with HIPAA & CFR42 and other funding requirements for auditing purposes.

❖ Secondary Functions
• Will keep abreast of new trends, current technological changes, and provide motivational means to encourage self-esteem building and goal centered lifestyle with clients.
• Will conduct home visits as needed and/or directed.
• Will conduct off site assessments (MHA) as needed or directed.
• Will conduct field visits and travel for home visits as needed. Use own car or company van.
• May be required to work late evenings or weekends

❖ Minimum Qualifications - Knowledge, Skills and Abilities Required
• MSW/MFTI Registered or Waivered with the California Board of Behavioral Sciences (Active and in Good Standing).
• One year supervisory experience with a recognized social service agency, clinic, hospital, or public health agency involved in the problems of mental, emotional adjustment, addiction treatment and counseling and the use of psychiatric consultation.
• Experience working with Expressive Arts (Music, Art, Yoga)
• Working knowledge of Evidence Based practices and fidelity to the Model(s)
• Experience with providing clinical services under Department of Mental Health contracts and Medi-Cal preferred.
• Reliable transportation.
• Ability to perform duties on some weekday evenings and weekend days when required.
• Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
• Ability to interpret a variety of instructions furnished in written, oral, or schedule form.
• Must have a current valid license, in good standing, issued by the Board of Behavioral Science or Board of Psychology at all times during this agreement.
• Be able to take the Field Instructor’s Course to provide supervision to Mastered Leveled Students.
• Ability to work in interdisciplin ary team (homeless, substance abuse, court referred, mental health).
• CPR, Finger Printing and First Aid Certification within the first thirty-days (30) of employment (along with HIV/AIDS training) in the first 3 months of employment.
• Verification of Employment Eligibility and Background clearance required.
• TB test required (Note: Results may not be more than (3) months prior to or (7) days after date of hire and renewed annually thereafter).
• Valid Driver’s License and auto insurance required.
• Ability to work with clients from diverse cultural, ethnic, and socio-economic backgrounds
• Ability to communicate effectively both written and orally with collaborative entities
• Neat and professional appearance
• Attention to detail and punctuality required
• Working knowledge of Microsoft Word, Excel, and Internet;
• Be able to report (verbal/written) in accordance with the law all legal issues that surface (Tarloff, child abuse, vulnerable adult abuse, danger to self/others and grave disability)
• Professional experience working within a multi-integrated team.
• Be able to coordinate the submission of client documentation if unable to work
• If in recovery, a minimum of three (3) years of being drug and alcohol free

❖ Non-Essential Qualifications (optional) - Knowledge, Skills and Abilities
• Able to work in teams and part of an integrated system of care.
• Able to work in diverse environments.
• Flexible and able to work in organizational culture that fosters teamwork.
• Able to make effective use of team resources.

❖ Supervisory Responsibilities
• This position supervises staff clinical case managers and student interns; and manages the partnership with consulting psychiatrist and psychologist.
• Approves timesheets
• Administrative Duties
• Assigns Relias Trainings

❖ Environmental Conditions (Working Conditions)
May be exposed to aggressive/hostile clients: Dealing with trauma may trigger personal trauma; must work in conjunction with other collaborative staff members; communicate with many sources including courts, Los Angeles County Law Enforcement Agencies, District Attorney Offices and Victims Advocate Representative, Department of Children and Family Services and other community agencies. Local automobile travel may be required. There is some responsibility to work in noisy environments where adults are free to talk loud and expressive; must be able to work effectively and produce quality work under pressure. This position is exposed to multiple tasks and must work with many different departments and Directors (DIC/HWCP/HCOTP/BHS/CASC). While driving to trainings or performing other duties there may be exposure to weather conditions prevalent at the time, noise, moving vehicles, high crime rate areas, odors, fumes, pollen etc.

❖ Physical Requirements
Light physical effort which may include occasional light lifting (15lbs), and some reaching, bending, stooping, walking, squatting, listening, typing and driving. A great portion of the day requires sitting, standing, carrying equipment/charts/documents, walking, driving, reading, writing and communicating or a combination of the above.

❖ Mental Requirements
The incumbent to be able to perform effectively under any and all of the following: unpredictable situations, crises, constant distractions, interruptions, uncontrollable changes in priorities/work schedules; be able to process information, think and conceptualize. Must be able to deal with personal trauma that may be triggered effectively.

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Please email your resume to:
jobs@hopics.org
Include the position title in the Subject

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