

JOB DESCRIPTION

JOB TITLE: Program Manager/Lead Behavioral Health Therapist
EMPLOYER: Deaf Community Services of San Diego
DEPARTMENT: Behavioral Health
REPORTS TO: Clinical Director
ANNUAL SALARY: \$55,000-\$65,000 BOE

SUMMARY: The Behavioral Health Services (BHS) Program Manager/Lead Behavioral Health Therapist is accountable for assisting in the coordination and delivery of BHS therapy program and providing direct clinical services to clients. Primary responsibilities include departmental support and management, contract oversight and reporting and assisting with the coordination of counseling employees, therapy, case management, and advocacy for departmental clients; and coordinating outreach, training, and other general social services support.

DUTIES AND RESPONSIBILITIES:

- Oversees program services including planning, delivery, and recordkeeping.
- Assists with coordinating and support of BHS employees.
- Provides feedback for employee evaluations and monitors San Diego County contract compliance.
- Prepares monthly, quarterly, biannual, and annual department reports.
- Conducts department self-audits for adherence to quality assurance guidelines.
- Ensures departmental files and other required documentation are maintained in accordance with applicable county, state, and federal requirements.
- Maintains department confidentiality and privacy standards in accordance with agency policies and applicable regulations and law including HIPAA.
- Works closely with the Data Entry/Billing Specialist to ensure compliance with Medicare regulations including documentation and billing standards/practices.
- Assesses, diagnoses, and develops comprehensive treatment plans for clients; Ensures departmental adherence to treatment plans including co-occurring disorders.
- Provides individual, group, and family therapy to clients enrolled in DCS' clinical department
- Provides crisis intervention services as needed
- Provides case management and client advocacy services to BHS clients.
- Child Welfare Case (CWS) and IEP meeting involvement and oversight, as needed for contract compliance.
- Coordinates/facilitates therapeutic/psychoeducational group sessions.
- Participates and helps to coordinate treatment team meetings, provider meetings (as assigned), and utilization review meetings.
- Coordinates outreach efforts and trainings.
- Assists with coordination of special events for employees, community and/or clients related to BHD as needed.
- Provides or assists with the coordination of in-house and external training for employees and community.
- Completes general office work and other duties as assigned

QUALIFICATIONS:

- Master's Degree in Counseling, Social Work, psychology, or closely related field
- Licensing options:
 - a. Licensed or licensure eligible in California;
 - b. Licensure eligible as an Associate (AMFT, ASW, APCC), or
 - c. Licensed as a LMFT, LCSW, or LPCC with the Board of Behavioral Sciences is a requirement of the position
- Experience working with Alcohol and Other Drugs clientele strongly preferred
- Minimum of two years' experience in a social service agency preferably with the Deaf and Hard of Hearing performing comparable duties

- Possess a working knowledge of San Diego community resources
- Knowledgeable about current issues related to Deaf and Hard of Hearing people and Hard of Hearing issues and Deaf culture required
- Knowledge of ADA and other anti-discrimination laws
- Must have access to reliable transportation
- Ability to maintain confidentiality

CORE COMPETENCIES:

- **Leadership**--Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- **Teamwork**--Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Adaptability**--Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Planning/Organizing**--Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- **Interpersonal Skills**--Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Equity**--Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment free environment; Builds a diverse workforce.
- **Ethics**--Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

BENEFITS: DCS offers a comprehensive employee benefit package to full-time employees which includes medical, dental, vision, life insurance and long-term disability. Flexible Spending and Dependent Spending Accounts, as well as other voluntary benefit coverages. All employees have access to an Employee Assistance, Discount Program and 401K retirement options.

OTHER BENEFITS: Generous paid Personal, Sick and Vacation leave for full time employees. In addition, DCS observes twelve paid Holidays per year

APPLICATION DEADLINE: **Open Until Filled**

TO APPLY-submit the following: 1. Resume, typed; and 2. Cover Letter, typed or video in ASL

Email: careers@dcsosfd.org