



Old Mill Center
for Children & Families

Job Description

Position: Program Manager and Child & Family Therapist - Pediatric Intensive Day Treatment Services

FTE: Full Time - 40 hours/week

Salary Range: \$78,000 - \$81,000/per annum

Introduction:

- Old Mill Center's vision is to build brighter tomorrows for families and children in our community. We invite you to join our team of caring and dedicated professionals working together to make those brighter tomorrows a reality.
- Our surroundings are welcoming and allow families to feel welcome and safe as they access services. We believe in continuous learning and professional development to allow us to offer clients effective services that positively impact their lives.
- Old Mill Center's Pediatric Intensive Day Treatment Services (ITS) program helps children ages three to seven and their families find the opportunities for growth hidden in the challenges of life. We generally serve between 4 to 6 children in the program.
- Through our work we aim to improve family relationships, reduce the impacts of trauma, navigate school difficulties, assist in accessing services in the community, and address many other concerns, bringing enrichment and comfort to families.
- We strive to create a work environment that is supportive and team oriented, that challenges us to grow and is fun.

Vision: A community that works collaboratively to ensure that all children and families have access to early education, behavioral and mental health services to improve their well-being.

Mission: Old Mill Center for Children and Families is a community-based, family-oriented center empowering children and families of diverse backgrounds to optimize their potential through specially designed education and therapy programs.

Position Summary: The Program Manager oversees all areas of the Pediatric Intensive Day Treatment Program including intake, treatment planning and review, regulatory compliance, policies and procedures, quality assurance, clinical report keeping, administrative and clinical supervision of staff, annual evaluations, maintaining positive community relations, program development, monitoring billing practices, monitor program expenses and revenue, and other administrative functions of the program.

The Program Manager also works in the role of Child and Family Therapist for the children in the ITS program and provides family, individual and group therapy, interviews children and families and helps develop a mental health assessment of new individuals and their families. This caseload is based on the same children being served in the ITS program, ranging from 3-7 youth at a time, providing their onsite mental health services while in the program. They are responsible for the development and maintenance of the individual service and support plan (ISSP), monthly, and quarterly ISSP review summary reports, incorporating and integrating assessment data from other members of the treatment team. They provide therapeutic advice and counsel to other members of the treatment team, coordinate and facilitate treatment interventions and work with other resources in the community on behalf of families. They participate with treatment team members in developing, coordinating and facilitating community-based support systems and services for families. They work as an integral part of the therapeutic setting; assist in the classroom, provide individual and group interactive therapy to children, family therapy, and parent education.

Qualifications and Experience:

- Master’s degree in social work, psychology, counseling, or an allied field and a minimum of five years of experience in full time therapy position, three years working directly with families and children and a minimum of two years as a clinical supervisor; or an equivalent combination of knowledge, experience and training.
- Must be a Qualified Mental Health Professional, be licensed as a mental health professional in Oregon and meet the requirements to supervise QMHAs in the State of Oregon.
- Must have working knowledge of mental health diagnoses, evidence based therapeutic interventions and emerging practices including trauma informed practices.
- Experience managing administrative functions of a program is desirable.
- Must subscribe to the code of ethics of their profession.

Responsible for:

Two to six certified Qualified Mental Health Associates (QMHAs). Works alongside a teacher assigned to the classroom.

Responsible to Whom:

Reports directly to the Executive Director.

Responsibilities:**Program:**

- Responsible for development, implementation and evaluation of program goals, objectives, inputs and outcomes.
- Educate & support staff members to ensure that mental health services are provided according to the regulatory & compliance requirements, ethical standards and philosophical beliefs of OMCCF.
- Manage Quality Assurance/Utilization Review Requirements to comply with State licensing requirements. Educate program staff regarding these requirements to assure standards are met in compliance with agency, local, state and federal regulations and policies.
- Work with contracted LMP to fulfill the licensing requirements of the program.
- Coordinate the training of a state approved, nationally recognized nonviolent crisis intervention system.
- Manage administrative aspect of the program including liaison with referring agencies, licensing agencies, transportation providers and community partners.
- Liaise with LBL ESD to support education delivery for ITS clients.
- Provide input to the Executive Director and Board of Directors regarding community needs, resources and trends in mental health.

Clinical Supervision:

- To orient, develop, supervise and evaluate the therapeutic effectiveness of ITS Program staff, interns, and volunteers.
- To ensure that treatment services are provided according to the ethical and philosophical beliefs of OMCCF and in accordance with ITS Standards and Oregon Administrative Rules.
- To ensure that ITS policies regarding assessment, individual service and support plans, monthly and quarterly ISSP reviews, transition and service conclusion are appropriately implemented.
- Screen new referrals, address program inquiries, arrange classroom observations, and facilitate the intake process.

- Facilitate a weekly clinical meeting to provide supervision, staff cases, review treatment services and discuss clinical program issues.
- Attend morning check-ins and daily classroom debriefs as needed to stay current, direct treatment, provide day to day clinical supervision, and problem solve classroom issues.
- Provide classroom support when safety concerns present and maintain a regular presence in the classroom to give direct and observable feedback to staff, assess milieu behaviors, and evaluate program effectiveness.
- To meet regularly with the OMC LMP regarding program, client, and personnel issues.
- Plan and facilitate monthly psychiatric consultation meetings to review and approve clinical documentation and reports and obtain necessary signatures.
- To schedule and facilitate program related meetings necessary to provide a full spectrum of treatment services to children and families that promotes successful transition from the program.
- To work with the ITS team to collect and track program statistics to meet Quality Assurance requirements and ensure compliance of all required reporting of CPMS and other materials.
- Interface with parents when problems or unresolved issues arise.
- To serve as liaison to other community service resources.
- Provide and/or coordinate regular staff trainings on Oregon Administrative Rules, pertinent treatment issues and safety measures. Facilitate regular retreat meetings to foster a healthy, well-functioning team.

Administrative:

- Oversee development and maintenance of positive relationships and partnerships with OMCCF Leadership and staff members, as well as, state and local mental health agencies and providers, the CCO, other nonprofit agencies and schools.
- Work with Executive Director, administrative team and the Billing Contractor to ensure that services are delivered in a cost-effective manner and that contractual requirements are met.
- Serve as a member of the Old Mill Center management team.
- Lead the quality assurance activities for the ITS program.
- Assist in development of annual budgets and business plans and monitor performance.
- Oversee the daily operations of program within approved budgets.

Staff:

- Provide clinical guidance, supervision, consultation and support to clinical staff in the program.
- Provide performance evaluations of program staff in accordance with center policy.
- Create staff learning plans for all program staff and ensure trainings are accessed and/or provided.
- Meet regularly with the staff to provide administrative information and clinical guidance.

Professional Standards:

- Maintain a positive job attitude including positive team behavior (e.g. willing to pitch in, problem solving attitude, positive communication style, etc.)
- Maintain and update CPR certificate
- Maintain licensure by proactively meeting the requirements of the respective Oregon licensing board
- Proactively seeks clinical consultation, support and supervision from other licensed professionals as needed
- Follow established standards, policies and procedures of OMCCF
- Able to meet the physical demands of the job