

Position Description:

Mental Health Resource Center, a comprehensive not-for-profit mental health and social services provider and Joint Commission accredited organization, is currently seeking a Clinical Manager for the Comprehensive Services Center (CSC) at our Northside facility.

The Clinical Manager oversees clinical services provided by the Comprehensive Services Center (CSC). Conducts and reviews assessments of individuals presenting to the CSC to determine the appropriate level of care. Reviews treatment planning to ensure appropriateness based on assessments and needs of the individuals served. Ensures the competencies of therapists related to the provision of individual, group, and family therapy related to functional, social, personal, and recreational skills. Ensures completeness of clinical records by reviewing documentation in a timely, accurate manner.

Duties include but are not limited to:

- Supervises staff providing individual, group, and family therapy related to functional, social, personal, and recreational skills to individuals receiving services.
- Oversees the intake process to facilitate acquisition of CSC services and community services.
- Ensures symptom monitoring and management of individuals served by clinical staff through periodic monitoring and assessment.
- Completes mental health status exams on individuals in crisis. If licensed, provides assistance in patient emergencies and completes professional certificates for individuals meeting inpatient admission criteria.
- Maintains current knowledge of the Florida Baker Act Statutes 394, new forms, procedures, etc.
- Collaborates with team and participates in consultations with Psychiatrists, ARNPs and supervisor.
- Reviews intakes and other documentation completed by CSC staff to ensure completeness, accuracy, and compliance with program guidelines. Works with staff and supervisor to address any noted deficiencies.
- Assesses and monitors for risk, symptoms of trauma, abuse, and neglect and uses appropriate reporting mechanisms.
- Ensures medical records are maintained and updated in a timely manner and in accordance with the departmental and records management policies.
 - Reviews comprehensive psychosocial assessments at the time of admission and on an ongoing basis.
 - Ensures clinical staff develop strengths-based treatment plans with the individuals served and include input from family members, service providers, and significant others. Monitors treatment plan reviews and ensures documentation includes progress or lack of progress in meeting treatment goals.
 - Ensures records contain current, accurate and comprehensive information.
- Assists with delivering services at other sites or programs due to staff absences or vacancies.
- Provides clinical supervision for licensure to employees (if a Qualified Supervisor with the State of Florida).

Position Requirements:

In order to be considered, candidates must have a Master's degree in Mental Health Counseling or a related Human Services field from an accredited university or college (a related Human Services field is defined as one in which 30 hours of course work includes the study of human behavior and

development), three years' experience working with individuals with mental illness, **and** experience working with adults with a severe and persistent mental illness required.

Supervisory experience preferred.

Valid Florida License (LMHC, LCSW or LMFT) required.

If eligible, will become a Qualified Supervisor with the State of Florida.

Certification in FARS preferred.

Clinical Manager candidates are required to make sound decisions independently on a daily basis, including but not limited to recognizing risks and emergencies and responding appropriately. In addition, the ideal candidate will enjoy a fast paced environment and knowing that what they do positively impacts the community.

The Clinical Manager must be able to interact appropriately with internal and external customers, including patients, families, community service providers, supervisory staff and other department professionals. This position requires individual and group interaction with patients on a locked unit.

Position Details:

This is a full-time position: Monday through Friday days. May require some evening hours.

This full-time position offers a comprehensive benefits package