



Job Title: Clinic Manager

Department: Children's Counseling Center

Reports To: Children and Family Services Director

Status: Non-exempt

Hours: 30 hours per week

Compensation: \$29-\$33 per hour depending upon experience

JOB SUMMARY: The Clinic Manager oversees the operation of a mental health program which serves children ages 0-18 who have experienced trauma, abuse and neglect.

ESSENTIAL FUNCTIONS:

- Promotes quality assurance through chart review and related activities to ensure quality of services provided to clients. Maintain required charting and documentation in a timely and thorough manner at the necessary standards. Prepare for site visits.
- Creates teamwork among clinical staff, support staff and the administrative and management teams in order to best carry out and meet the goals of the agency.
- Collaborate with Clinical Supervisor in designing a balance of licensed and intern staff, hiring staff, addressing staff schedules, caseloads and performance issues.
- Ensure all licensing and compliance regulations are current.
- Ensure consistency with professional ethics, laws and agency policies and procedures.
- Oversee intake procedures, case assignments and referrals.
- Manage Subpoenas and requests for information.
- Coordinate training, conferences and other related educational opportunities for program staff.
- Collaborate with Operations for IT, facility issues and supplies.
- Oversees volunteer recruitment and training.
- Attends relevant community meetings.
- Participates in agency management team.

ESSENTIAL COMPETENCIES:

- Ability to analyze and evaluate clinic procedures to ensure compliance with agency contracts.
- Ability to identify and support the best use of clinic resources.
- Demonstrated competencies in supervising and training program staff.
- Interpersonal skills: cooperates and collaborates effectively. Ability to serve as a liaison between clinic staff, administration and support staff. Displays a professional demeanor. Promotes a cohesive, team-oriented environment.
- Ability to work effectively with a wide range of personnel and clients in a diverse community.



- Communications: express ideas clearly, concisely and effectively, both orally and in writing. Practices effective listening skills. Positively represents CPI to clients, employees, and other community providers.
- Time management skills and organization skills.

KNOWLEDGE, SKILLS AND EXPERIENCE:

- Master's degree in Psychology, Counseling or similar subject. Licensure is a plus.
- Experience in providing therapeutic services.
- Previous experience with Medi-Cal charting and compliance.
- Minimum three years' experience in managing non-profit program(s) or mental health related programs.
- Experience in developing and presenting training materials.
- Knowledge/experience with domestic violence; parenting issues, child development and family resources.
- Knowledge and experience in working with diverse populations, utilizing culturally competent, strength-based strategies.
- Ability to supervise and collaborate with staff in a manner that is flexible and supportive yet ensures accountability
- Ability to work in partnership with a strong leadership and a committed staff with high standards.
- Basic computer skills required.

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