



Old Mill Center  
for Children & Families

## Job Description

**Position:** Program Manager Outpatient Mental Health Services

**Salary:** \$83,200.00 - \$93,600.00

**Hiring Bonus:** \$10,000.00

**FTE:** Fulltime

**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.

### 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 Child, Teen and Family program helps children of all ages, and their families find the opportunities for growth hidden in the challenges of life. The team includes between 6 and 10 clinicians (interns, unlicensed and licensed clinicians).
- 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, challenges us to grow and is fun.

**Position Summary:** The Program Manager oversees all areas of the Outpatient Mental Health Program including intake and case assignment, treatment planning and review, regulatory compliance, quality assurance, clinical report keeping, administrative and clinical supervision of staff, annual evaluations, maintaining positive community relations, monitor outpatient billing practices, monitor outpatient expenses and revenue, and provide input into the Center's policies, procedures and program development. The Program Manager also serves as the Licensed Clinician for the Intensive Treatment Services (ITS) program during the ITS Program Manager's absence.

**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 paid social work or therapy, three years working directly with families and children and a minimum of two years as a supervisor; or an equivalent combination of knowledge, experience and training.
- Must be a Qualified Mental Health Professional, be licensed as a mental health professional and meet the requirements to supervise in the State of Oregon.
- Must have working knowledge of mental health diagnoses, evidence based therapeutic interventions and emerging practices including trauma informed practices.
- Must subscribe to the code of ethics of their profession.
- Must have one – two years of Program Management experience.

**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.
- Review Quality Assurance/Utilization Review Requirements with current OMC Policies and review process. Educate staff members regarding these requirements to assure standards are met in compliance with agency, local, state and federal regulations and policies. Conduct mock program and clinical audits.
- Ensure that internship requirements that have been agreed with educational institutions are met (this can be done in collaboration with a Clinical Supervisor).

- Provide input to the Executive Director and Board of Directors regarding community needs, resources and trends in mental health.
- Act as the Clinical Supervisor for the program and work closely with other staff or contractors who provide clinical supervision.

**Administrative:**

- Oversee development and maintenance of positive relationships and partnerships with OMC 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 outpatient mental health services.
- Assist in development of annual budgets and business plans and monitor performance.
- Oversee the daily operations of Outpatient Mental health program within approved budgets.
- Oversee and support the work of the Clinical Support Specialist
- Assist in obtaining grants, local contracts and other funding opportunities.

**Staff:**

- Provide clinical guidance, supervision, consultation and support to clinical staff (therapists and skills trainers) in the program.
- Support staff who are delegated to provide clinical supervision to clinical staff and interns in their supervisory roles.
- Provide performance evaluations of outpatient therapists and other 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.