



CLINICAL MANAGER

LOCATION: Ukiah

REPORTS TO: Clinical Director

THE AGENCY: The Youth Project's mission is to empower, guide, counsel and support children, youth, young adults and families from Mendocino County's many diverse communities to make healthy life choices, maximize potential, and become productive citizens.

The agency has been in existence since 1974, providing services throughout Mendocino and northwest Sonoma counties. Current services include prevention and early intervention services, mental health treatment and a transitional living program for homeless young adults.

THE PROGRAM: The program provides comprehensive, outpatient, family-oriented treatment for children, youth, young adults and their families. Services are provided at the Ukiah office, and in client homes, and the community at large. Therapists are trained in several evidence-based practices.

THE POSITION: Under the guidance and supervision of the Clinical Director, this full-time position provides clinical biopsychosocial assessments of all incoming referrals, management of client assignments, and provides individual supports to clinical staff in successful management of caseloads. The position also includes training new staff and interns on operations/protocols and clinical information including charting in the electronic health record system, Exym, as well as continued training of the clinical staff. This position works closely with agency operations in supporting clinical staff utilization of systems designed for maintaining productivity. Additionally, this position provides assistance in fund development.

DUTIES AND RESPONSIBILITIES:

- Conduct biopsychosocial assessments for the majority of clients who are referred for mental health treatment in the Ukiah area. Complete required documentation in Exym. Assessments must meet all County, State and Grant requirements.
- Provide assistance to clinicians who are assigned client assessment.
- Maintain and keep the client referral/assignment tracking system up to date.
- Individual supervision with members of the mental health team to review/analyze caseloads, provide clinical and operational supports, assign clients, etc.
- Maintain communication with the Fiscal/Admin Team and Clinical Director to update on Assessment and Assignment results.
- Train new staff and interns with operations, Exym, writing clinical notes, appropriate diagnoses, updating assessments, client plans and other necessary documentation.
- Provide back-up clinical supervision when necessary.
- Attendance in community meetings as needed.
- Assist with contract and grant's management and development.
- Other duties as assigned

REQUIREMENTS:

Minimum

- California licensed LMFT, LCSW, or LPCC, with at least two years of clinical experience in children's mental health.

- Experience with EPSDT Medi-Cal
- Basic word processing and database skills
- Excellent people skills
- Personal qualities of integrity, credibility, and commitment to the mission of the Youth Project
- Meets the California requirements to provide clinical supervision to post-masters interns.

Preferred

- Experience providing clinical supervision to licensed therapists, interns, and trainees meeting the requirements of the state of California.
- Familiar with co-occurring disorders, juvenile justice issues, transition age youth, early childhood mental health, runaway and homeless youth, school-based services, and child abuse victims and witnesses.
- Familiar with Latino, Native American and LGBTQ populations

SPECIAL REQUIREMENTS:

Employee must have and maintain a valid California driver's license. Must be willing to be fingerprinted and provide consent to obtain DMV records. Must be able to respond to occasional work demands that extend beyond the usual workday, and attend trainings and seminars, sometimes out of county, as requested. The duties and responsibilities of this position include, but are not limited to, the above responsibilities.

SALARY: \$36.66/hour Exempt

BENEFITS: Excellent health insurance plan for self and dependents, dental, and optional AFLAC insurance, CALPERS retirement (no social security), disability insurance, 10 paid holidays, 18 days paid vacation, 2 "floater" days, 12 days sick leave.

TO APPLY: Please submit ALL of the following documents to the Human Resources Manager, at the address above or email to rsmellus@mcyp.org Application forms may be obtained at our office, online at mcyp.org, or by e-mail.

1. MCYP employment application
2. Cover letter indicating why you are applying for this position
3. Resume
4. Licenses and/or certificates (if applicable)

MCYP IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. Applicants may obtain a copy of our EEO Policy on request.