



Job Announcement

Mental Health Program Manager

GENERAL DESCRIPTION

Center for Human Services (CHS) is a community-based nonprofit youth and family services agency that has been a resource to children, youth, adults and families since 1970. CHS provides clinic and community based mental health services in North King County and South Snohomish County, as well as Substance Abuse Prevention/Treatment, and a variety of programs through the Family Support Department. CHS provides optimal employee support, with regular high-quality individual supervision and exceptional employee benefits.

Position Title: Mental Health Manager

Reports to: Mental Health Department Directors

Supervises: Clinical staff and student interns

Status/Pay: Part to full time (32-40 hours) Exempt Position, DOE

Summary: Lead a dynamic team of therapists to provide quality mental health services in the clinic and at schools within two school districts. Collaborate with school staff in order to develop ongoing relationships. Collaborate with greater Mental Health Department to support a cohesive team that provides excellent clinical services and maintains a fun and engaging work environment. This is an exempt position. Bi-lingual/Bi-Cultural candidates encouraged to apply.

MAJOR RESPONSIBILITIES – Specific for this position

- Participates in hiring and supervising mental health staff who work in Snohomish County
- Provides management and oversight of Mountlake Terrace office
- Reports to the Mental Health Department Director and keeps him/her apprised of developments as they occur
- Provides a minimum of 1 hour/week clinical supervision to each staff person supervised
- Visits each site where services are provided (i.e. schools) a minimum of once each month
- Maintains a small client caseload, the size of which will be determined in conjunction with the Mental Health Department Director
- Provides therapy to Spanish-speaking clients
- Provides consultation to Family Counseling staff on clinical cases involving Hispanic clients
- Responsible for developing and maintaining appropriate Policies and Procedures Manual
- Serves as primary liaison between CHS and BHO
- Learns billing procedure for Snohomish County and educates staff
- Monitors performance outcomes and documentation
- Ensures audit readiness
- Collaborates with other CHS staff and community as appropriate
- Ensures that staff meet contractual and legal requirements
- Develops and maintains working relationships with community contacts, referral sources and other service providers, particularly those in the school system
- Participates in program development and evaluation of the Mental Health Program, as it relates to our relationships with the schools
- Provides outreach to all of the schools in the Edmonds School District, Mukilteo and Northshore and other South Snohomish County referral partners
- Works with appropriate school personnel to develop ways in which CHS can provide helpful services to the school
- Acts as liaison between school personnel and Mental Health Department Director

MAJOR RESPONSIBILITIES – Agency General

- Provides all services utilizing a strengths-based, family-focused, client-centered, services-integrated, and culturally competent approach
- Participates in creating and maintaining a workplace that values diversity and treats everyone with respect without regard to race, color, age, religion, creed, gender, sexual orientation, national origin, marital status, the presence of any sensory, mental, or physical disability
- Demonstrates teamwork and open communication
- Provides services in a manner that expedites the meeting of contract requirements and program outcomes
- Maintains documentation in a timely, thorough and accurate manner
- Follows agency policies and procedures, RCWs, WACs, and other external regulations
- Follows CHS's Code of Ethics
- Performs other appropriate tasks related to your professional role as needed

MINIMUM REQUIREMENTS

- Be a Washington State Certified M.H.P. Mental Health Professional and a Certified Children's Mental Health Specialist. LCSW preferred
- Master's degree in Human Services/Behavioral Sciences
- Licensed Mental Health Counselor or Licensed Clinical Social Worker
- Three years post Master's clinical experience working with children and families
- Prior supervisory experience
- Valid Washington State Driver's License and reliable transportation
- Experience navigating different systems (schools/families)
- Proven experience working with children and youth
- Knowledge of community social services resources and how to access the resources
- Trained in crisis management
- Experience with diverse client groups and treatment methodologies
- Experience working with trauma issues
- Experience providing crisis intervention
- Excellent organizations/administrative skills
- Commitment to confronting racism, sexism, heterosexism, and other discriminatory practices
- Experience and demonstrated ability to successfully work within a diverse cultural setting and provide culturally competent services
- Ability to work cooperatively as part of a team
- Prompt and consistent attendance during scheduled working hours
- Ability to work in an unstructured and unpredictable setting; ability to adapt to change
- Sense of humor

LOCATION

This position is located within the Family Counseling Department at Center for Human Services' Mountlake Terrace site (220th Plaza, 21907 64th Ave W, Suite 240, Mountlake Terrace, WA 98043) as well as throughout the Edmonds School District area.

SALARY

\$24-\$25, plus benefits, 32-40 hours.

APPLICATION PROCEDURE

Submit cover letter and resume electronically to mkulovac@chs-nw.org and reference job #MH-34

CLOSES

Open until filled

CHS is an Equal Opportunity Employer

The mission of the Center for Human Services is to strengthen the community through counseling, education and support to children, youth, adults and families.



Our Values: Embrace diversity, provide accessibility, champion collaboration, demand accountability, personify integrity, and to have fun.

