



# Center for Human Services

*Building a stronger community...one family at a time.*

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## **Job Announcement**

### **Mental Health Manager**

Would you like to lead a dynamic team of therapists who provide mental health services to low income and/or marginalized populations? If you meet the qualifications, value social justice, are a leader, and are not afraid of challenges, we want to talk with you. Center for Human Services (CHS) is currently seeking the right licensed therapist to join our team as a program manager. We offer our staff an EXCELLENT benefit package which includes fully paid (prorated for part-time employees) health, vision, dental, pharmacy, life, and long-term disability insurance for full time, as well as a generous leave package.

The Mental Health Manager will work collaboratively within our mental health department and as a member of our Mental Health Leadership Team. The manager may hold a small clinic caseload. Full time is preferred. The position is based at our Shoreline location (14803 15th Ave NE). Salary \$24-\$27 an hour with signing bonus of \$500.00.

Job Requirements include:

- Licensed Mental Health Counselor, Licensed Clinical Social Worker, or Licensed Marriage & Family Therapist Approved Clinical Supervisor or working toward Approved Clinical Supervisor status
- Approved Children's Mental Health Specialist or working toward Children's Mental Health Specialist status
- CANS certified
- Two years post Master's clinical experience working with children and families
- Valid Washington State Driver's License and reliable transportation
- Passionate about working in community mental health
- Experience working with trauma issues, crisis intervention, and navigating various systems (schools/families)
- Values reflective supervision and holistic clinical models of care
- Excellent organizational/administrative skills with good computer skills
- Commitment to confronting racism, sexism, heterosexism, and other discriminatory practices
- Ability to work cooperatively as part of a team
- Ability to adapt to change
- Sense of humor

CHS is a great work environment with staff who are passionate about and dedicated to working in an environment striving for social equity. If you want to join an established organization at a time of growth and transformation, this is the place.

To apply, send resume and cover letter to [jobopportunities@chs-nw.org](mailto:jobopportunities@chs-nw.org). Full job description can be found below:

## **Job Description**

### **MENTAL HEALTH MANAGER: 148<sup>th</sup> Clinic Job Description**

#### **GENERAL DESCRIPTION**

The Mental Health Manager leads a dynamic team of therapists who provide quality mental health services to low income and/or other marginalized populations. The manager collaborates with the greater Mental Health Department to support a cohesive team that provides excellent clinical services and maintains a fun and engaging work environment. Reports to the Mental Health Director or Associate Director. This is a 40 hour a week exempt position; 5 days a week.



Behavioral Health & Family Support  
[www.chs-nw.org](http://www.chs-nw.org)  
Serving the community since 1970

## **MAJOR RESPONSIBILITIES – Specific for this position**

- Provide leadership for assigned program
- Supervise designated staff in Mental Health Department
  - Ensure appropriate and timely documentation
  - Ensure caseload management
  - May, depending on level of licensure, provide weekly clinical supervision of supervisees using collaborative documentation
  - Ensure accurate and thorough clinical records as per agency, county and state requirements
- Participate in hiring and ongoing personnel needs for program staff
- Collaborate with the Mental Health Director & Associate Director and keeps them apprised of developments as they occur
- Engage in the Mental Health Leadership team
- Participate in training and orientation of new hires
- Facilitate weekly Team Meetings
- Facilitate (or delegates facilitation of) weekly Clinical Consult
- May maintain a small client caseload, the size of which will be determined in conjunction with direct supervisor
- Sustain a well-versed understanding of Mental Health Policies and Procedures and BHO Policies and Procedures
- Train staff on using the electronic health record
- Understand billing procedures and educates staff
- Monitor performance outcomes and documentation
- Support audit processes
- Collaborate with other CHS staff and community as appropriate
- Ensure that staff meet contractual and legal requirements
- Develop and maintain working relationships with community contacts, referral sources and other service providers
- Participate in program development and evaluation of the Mental Health Department
- Maintain a thorough knowledge and understanding of electronic health record
- Participate as member of CQI team and participates in CQI activities.
- Participate in individual supervision sessions, staff meetings, clinical consults, and all-staff meetings as scheduled
- Monitor for fidelity in the provision of Evidence Based Practices
- Exhibit professional boundaries with supervisees. Lead by example and always show respect for the agency and management.
- Promote positive morale among program staff
- Provide outreach and education regarding mental health issues and CHS programs
- Check in with referral partners (i.e. schools, community agencies) to assure satisfaction (on an annual basis minimally)
- Actively promote CHS programs to families and individuals; develop and maintain relationships with other professionals and agencies
- Provide input to Director regarding the clinical needs of clients, improved ways of offering prevention, outreach, treatment services and supervision.
- Complete all tasks as assigned by the Department Director or Associate Director in a timely manner
- Participate in on-going training of program staff
- Maintain a professional and courteous attitude to all clients, partners and community members

## **MAJOR RESPONSIBILITIES – Agency in general**

- Provide all services utilizing a strengths-based, family-focused, client-centered, trauma-informed, culturally competent approach that is integrated with other services
- Participate in creating and maintaining a workplace that values diversity and treats everyone with dignity and respect without regard to race, color, age, religion, creed, gender, gender identity, gender expression, sexual orientation, national origin, marital status, the presence of any sensory, mental, or physical disability
- Utilize teamwork and open communication
- Have prompt and consistent attendance during scheduled working hours
- Provide services in a manner that expedites the meeting of contract requirements and program outcomes
- Maintain documentation in a timely, thorough and accurate manner
- Follow agency policies and procedures, RCWs, WACs, CARF standards, and other external regulations
- Follow CHS's Code of Ethics
- Perform all other tasks as assigned by the supervisor or a director that furthers the success of programs and/or the agency

## MINIMUM REQUIREMENTS

- Master's degree in Human Services/Behavioral Sciences
- Licensed Mental Health Counselor, Licensed Clinical Social Worker, or Licensed Marriage & Family Therapist (Must be obtained within 6 months of hire)
- Approved Clinical Supervisor or working toward Approved Clinical Supervisor status preferred
- Approved Children's Mental Health Specialist or working toward Children's Mental Health Specialist status preferred
- Two years clinical experience working with children and families
- 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 responsive services
- Valid Washington State Driver's License and reliable transportation
- Ability to work cooperatively as part of a team
- Ability to work in an unstructured and unpredictable setting; ability to adapt to change
- Sense of humor
- Experience navigating different systems (schools/families)
- Prior experience supervising therapists preferred
- Proven experience working with children and youth
- Knowledge of community social services resources and how to access the resources
- Experience working with trauma issues
- Experience providing crisis intervention
- Excellent organizational/administrative skills
- Passionate in working in community mental health
- Excited to work in an environment striving for social equity
- Values holistic, clinical models of care and maintains openness to different practice models
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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 have fun.