



# Center for Human Services

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

Mailing Address: 17018 15th Avenue NE • Shoreline WA 98155 • 206-362-7282 V/TDD • Fax 206-362-7152 • Email: [admin@chs-nw.org](mailto:admin@chs-nw.org)

## **Job Announcement** **MENTAL HEALTH MANAGER**

Want to join an innovative community-based organization? If you value social justice, are committed to providing quality services, and are not afraid of challenges, we want to talk with you. Center for Human Services (CHS) is currently seeking the right manager to join our team. We offer our staff an EXCELLENT benefit package which includes fully paid health, vision, dental, pharmacy, life, and long-term disability insurance, as well as a generous leave package.

The manager will lead a dynamic team of therapists who provide quality mental health services to low resourced and historically excluded populations. The manager collaborates with the Mental Health Leadership to support office and school-based teams that provide excellent clinical services and maintains a fun and engaging work environment. This is a 40 hour a week exempt position; 5 days a week onsite (for our Shoreline location). Salary starts at \$64,480 /year depending on years of experience and Approved Supervisor status (Range: \$64,480 - \$72,800 per year), additionally, there is a \$1000 sign on bonus!

### Job Requirements:

- Master's degree in Human Services/ Behavioral Sciences or related field
- Licensed Mental Health Counselor, Licensed Clinical Social Worker, or Licensed Marriage and Family Therapist
- Approved Supervisor
- Experience and familiarity with Proven Programs, Best Practices, Evidence-based service systems
- Commitment to confronting racism, sexism, heterosexism, and other discriminatory practices
- Interested in and capacity to supervise clinical staff
- Experience navigating different systems (schools/families)
- Excellent organizational/administrative skills with good computer skills
- Valid Washington State Driver's License and reliable transportation
- Ability to work cooperatively as part of a team
- Ability to adapt to change
- Sense of humor

CHS is a non-profit organization with a great work environment, including staff who are passionate about and dedicated to the community. 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**

### **GENERAL DESCRIPTION**

Lead a dynamic team of therapists who provide quality mental health services to low income and/or other marginalized populations. 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 a full time, exempt position. This position reports to Mental Health Director and supervises designated clinical staff.

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

- Supervises designated staff/interns



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

- Participates in hiring and addresses ongoing personnel needs for mental health staff
- Provides management and oversight of 148<sup>th</sup> Clinic, including oversight of caseloads and client assignment, clinical services, and administrative processes, including Open Access
- Review, monitor and assure compliance that all required clinical documentation is completed in a thorough and timely manner per organization standards
- Monitors clinician productivity and supports staff in meeting productivity expectations
- Ensure that clinical services provided are utilizing best practices, including use of Evidence Based Practices at the clinically indicated frequency and length of treatment, and follows adopted pathways
- Collaborates with the Mental Health Director and keeps director apprised of developments as they occur
- Engages in the Mental Health Leadership team
- Participates in training of new hires
- Facilitates weekly Team Meetings
- Facilitates (or delegates facilitation of) weekly Clinical Consult
- Maintains a small client caseload, the size of which will be determined in conjunction with direct supervisor
- Sustains a well-versed understanding of Mental Health Policies and Procedures and relevant County/State Policies and Procedures
- Understands billing procedure for King County and educates staff
- Prepares and/or coordinates written performance evaluations for staff and interns
- Monitors performance outcomes and documentation
- Supports audit processes
- Responds to client concerns and grievances
- Provides back up for all positions when necessary, including direct client services when needed
- Provides clinical crisis assessment and response as needed
- Collaborates with other CHS staff and the 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
- Participates in program development and evaluation of the Mental Health Department
- Maintains a thorough knowledge and understanding of electronic health record

### **MAJOR RESPONSIBILITIES – Agency General**

- Provides all services utilizing a strengths-based, family-focused, client-centered, trauma-informed 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, gender identity or expression, 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**

- Master's degree in Human Services/Behavioral Sciences
- Licensed Mental Health Counselor, Licensed Clinical Social Worker, or Licensed Marriage & Family Therapist
- Approved supervisor
- Two years post Master's clinical experience working with people across the lifespan
- Experience and familiarity with Proven Programs, Best Practices, Evidence-based service systems
- 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
- 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

### **PREFERRED QUALIFICATIONS**

- Experience navigating different systems (schools/social services, etc)

- Prior experience supervising therapists
  - 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 with trauma, attachment, ACEs
  - Excited to work in an environment striving for social equity
  - Values holistic, clinical models of care and maintains openness to different practice models
  - Values reflective supervision
  - Has a passion working with student clinicians
- 

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.