



Center for Human Services

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

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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) currently seeks the right manager to join our team. We offer our staff an EXCELLENT benefit package which includes fully paid health (with no deductibles, no copays, and no co-insurance), vision, dental, pharmacy, life, and long-term disability insurance, 403-B Retirement Plan with up to 3% match by CHS, as well as a generous leave package.

The Mental Health Manager leads a dynamic team of therapists who provide quality mental health services to people who are underserved due to a limited access to behavioral health resources or who may be underinsured. 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; with the ability to have up to 25% work from home as coverage across mental health sites allows.

Individual must hold an advanced license as a mental health professional (or related field) and must be an Approved Clinical Supervisor. Successful candidate may carry a limited caseload of about 3-5 clients. This manager will be part of our Mental Health Leadership that manages several clinical teams and will directly manage and supervise in either our Office-based or School-based team primarily located in Shoreline. Hire in salary ranges from \$63,939.20 - \$78,520.00 per year (with 4% increase of salary as of January 1, 2024) depending on years of experience as manager and Approved Supervisor status.

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
- Demonstration of commitment to diversity, cultural relevancy, and inclusion.
- Engagement in on-going self-exploration and growth related to race, power, and privilege.
- Passion for working in community mental health with marginalized and vulnerable groups of people
- Experience and familiarity with Proven Programs, Best Practices, Evidence-based service systems
- Commitment to confronting racism, sexism, heterosexism and other discriminatory practices
- Prompt and consistent attendance during scheduled working hours
- Valid Washington State Driver's License and reliable transportation
- Ability to work cooperatively as part of a team
- Ability to adapt to change
- Ability to work in an unstructured and unpredictable setting
- 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. Full job description can be found below:

Job Description **MENTAL HEALTH MANAGER**



Behavioral Health & Family Support
www.chs-nw.org
Serving the community since 1970

GENERAL DESCRIPTION

Lead a dynamic team of therapists who provide quality mental health services to low resourced and historically 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. Individual must hold an advanced license as a mental health professional (or related field) and must be an Approved Clinical Supervisor. Successful candidate will carry a limited caseload. This position reports to Mental Health Director (or Associate Director) and supervises designated clinical staff.

MAJOR RESPONSIBILITIES – Specific for this position

- Supervises designated staff/interns
- Participates in hiring and addresses ongoing personnel needs for mental health staff
- Demonstrates commitment to diversity, cultural relevancy, and inclusion.
- Engages in on-going self-exploration and growth related to race, power, and privilege.
- Provides management and oversight of Edmonds Clinic, including oversight of caseloads and client assignment, clinical services, and administrative processes
- Reviews, monitors and assures 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
- Ensures 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
- Supports and conducts audit processes
- 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 and facilitates (or delegates facilitation of) weekly Clinical Consults
- 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 procedures and educates staff
- Prepares and/or coordinates written performance evaluations for staff and interns
- Monitors performance outcomes and documentation
- 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

- Provide all services utilizing a strengths-based, family-focused, client-centered, trauma-informed, culturally humble approach that is integrated with other services
- Participate in creating and maintaining a safe 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
- 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, managers, or directors 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
- Approved supervisor

- Four years post master’s clinical experience working with people across the lifespan
- Experience and familiarity with Evidence-based practices
- 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
- Has a passion for working in community mental health with low resourced populations
- Sense of humor

PREFERRED QUALIFICATIONS

- Experience navigating different systems (schools/social services, etc.)
- Values supervision and has prior experience supervising therapists and/or interns
- Proven experience working with children and youth
- Knowledge of community social services resources and how to access the resources
- Experience working with trauma issues, attachment, ACEs
- Experience providing crisis intervention
- Excellent organizational/administrative skills
- Excited to work in an environment striving for social equity
- Values holistic, clinical models of care and maintains openness to different practice models

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: Model diversity, equity, & inclusion; provide accessibility; champion collaboration; demand accountability; personify integrity; and have fun.