

Job Title	Clinical Manager
Employer/ Agency	The Council on Recovery
Job Description	<p>POSITION SUMMARY Provides clinical oversight and training. Fosters clinical knowledge to improve quality of services offered. In coordination with the Director of Community Behavioral Health and program managers, defines and establishes goals for programs within department.</p> <p>RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Clinical Supervision <ul style="list-style-type: none"> ➤ Provides training, consultation, therapeutic interventions and problem solving assistance to coordinators, counselors, case managers and recovery coaches ➤ Facilitates clinical case staffing for department programs ➤ Works with a multidisciplinary department team to link client to services across agency programs and support client’s personal goals ➤ Provide direct supervision of counselors and interns as assigned ➤ Assist director and program managers with oversight of quality assurance of services to clients ➤ Complete chart reviews according to policies and procedures • Clinical <ul style="list-style-type: none"> ➤ Conducts counseling/therapeutic services including assessment, diagnosis, and treatment (individual, family, and group counseling) for clients experiencing social/behavioral/mental health issues ➤ Provides coverage for screening, assessment, brief intervention and referrals to appropriate Council or outside resources ➤ Assist with any crisis intervention issues that may arise within The Council and community as assigned ➤ Available to assist with clients that present to The Council for help regardless of the reason ➤ Provide assistance and guidance with difficult client situations during and after hours ➤ Provide consultation and referrals for adults and child family members as needed and when appropriate ➤ Provide mental health referrals and/or interim services as appropriate ➤ Assist with other program and department issues that may arise as requested • Administrative <ul style="list-style-type: none"> ➤ Meet productivity requirements established by supervisor and agency ➤ Enter documentation, client and service data into CMBHS and other designated electronic health record systems in a timely manner ➤ Submit all required information to data coordinator as instructed ➤ Respond to subpoenas received from courts and provides court testimony as required ➤ Maintain positive relationships and consistent level of professionalism with outside agencies and referral sources ➤ Act as an ambassador for The Council at all times

	<ul style="list-style-type: none"> ➤ Provide community education (workshops and trainings) as needed ➤ Communicate and consult with co-workers / team and outside agencies as needed ➤ Work with program managers/coordinators and director to ensure program compliance with all contract guidelines and procedures ➤ Attend meetings, trainings and workshops at The Council and outside locations as requested ➤ Other job duties as assigned
Qualifications	<p><u>EDUCATION AND EXPERIENCE QUALIFICATIONS</u></p> <p><i>Credentials/Education</i></p> <ul style="list-style-type: none"> •Full Licensure required – LPC or LCSW. LPC-S/LCSW-S preferred. •Master’s Degree in related field strongly preferred •Bilingual –fluent English/Spanish strongly preferred <p><i>Experience/Skill</i></p> <ul style="list-style-type: none"> •Supervisory experience of counselors and/or interns strongly preferred •Experience in the following industries preferred: Department of Family Protective Services, Criminal Justice, Mental Health, Physical Health •Experience with substance use evaluation, counseling (individual, group and family), referral, crisis intervention, and case management. •Must have training/experience with motivational interviewing, stages of change, relapse prevention, strengths-based, trauma-informed, and culturally competent perspective •Ability to work with high need clients •Clear understanding of DSM V diagnostic criteria for substance use disorders and familiarity with mental health disorders •Above average computer skills: Microsoft Office (Excel, Outlook, and Word); CMBHS proficiency preferred •Personal/reliable transportation
Salary/Hours	8:30-5:00 (Occasional evenings/weekends)
Employer/Agency	The Council on Recovery
Address	303 Jackson Hill Street
City, State, Zip	Houston, TX 77007
Contact Person	Human Resources
Telephone Number	281-200-9321
Fax Number	281-200-9341
Email Address	hrdept@councilonrecovery.org
Application Method	http://www.councilonrecovery.org/employment/ or email resume to hrdept@councilonrecovery.org
Opening Date	12/4/2017

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