



## Position Description

Title: Manager – Clinical Services		
FLSA Class: Exempt	EEO Category: First Mid-Level Officials and Managers	WC Class: 8861
Job Title # 1000115	Salary Grade:	
Date Approved: 1/1/2016		
Revision Date:	Job Class:	
Revision:	Purchasing Level:	

### Purpose of Position

The Clinical Services Manager will coordinate the clinical and case management services for residents. Coordination of campus clinical and case management services for off campus departments or agencies are also included. This position will report to the Director of Residential Treatment Services.

### Major Duties (\*Essential Element)

- Supervise the job duties of the employees in the Clinical services department
- Lead clinical service staff meetings and participate in leadership meetings
- Collaborate with nursing the compliance of psychiatric services
- Ensure compliance of psychological service
- Coordinate efficient use of all clinical staff to meet treatment plan requirements of GREAT CIRCLE
- Provide efficient use of Clinical service resources to insure that staff complete job duties within the budget limits
- Direct the Clinical service staff to meet clinical assessment guidelines
- Coordinate the staff to meet the priority of clinical needs of each client
- Supervise clinical service staff to have timely and accurate communication with all agencies and parents on the current progress of each resident's treatment progress
- Create and maintain current Clinical service program evaluation data
- Develop research/grant opportunities
- Provide supervision for clinical service staff to meet family focus, family therapy, weekend visits and other community based treatment services for each resident
- Monitor and assign O.D. schedule as necessary as well as the on call schedule for the Clinical Services Department
- Comply with of all therapeutic expectations of GREAT CIRCLE to those of referring agencies and Joint Commission guidelines
- Ensure that Medicaid Services are provided in the most effective manner, meeting all regulations, and that billing is both timely and accurate on the part of the therapists.

- Other assigned duties for the betterment of GREAT CIRCLE.

### Working Conditions

Office or residential environment. Working environment generally favorable. Lighting and temperature adequate.

### Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. The position requires walking, talking, listening, use of hands to handle or feel, climb, balance, stoop, kneel or crawling tasting or smelling as well as lifting up to 10 pounds and occasional 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Budget Responsibility

Yes

### Supervisory Responsibility

Yes

### Qualifications

Possess a current, valid MO driver's license and meet the Great Circle requirements for driver's insurance. Strong written, verbal, communication, organizational, and interpersonal skill are required as well as typing and Microsoft Office skills. The position requires excellent physical condition and capable of assuming a leadership role in the programs. Qualifications include the ability to make objective assessments, evaluations and decisions.

### Required Education and Experience

- Master's Degree in a Clinical service field
- Six years of professional clinical experience in residential treatment providing services to individuals, groups, and families, to included two years of supervisory and administrative experience.

### Preferred Education and Experience

Missouri licensure as an LPC or LCSW

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee signature: \_\_\_\_\_