Position Description

Title: Associate Clinical Services Manager

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<tr>
<th>FLSA Class: Exempt</th>
<th>EEO Category: Officials and Managers</th>
<th>WC Class: 8861</th>
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<tbody>
<tr>
<td>Job Title #: 330004</td>
<td>Salary Grade:</td>
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<tr>
<td>Date Approved: 8/28/15</td>
<td>Purchasing Approval Level: II</td>
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<td>Revision Date:</td>
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Purpose of Position

Provide administrative clinical support to the Social Services department and the Clinical Services Manager. This position reports to the Clinical Services Manager.

Major Duties (*Essential Element)

- Trains, evaluates, and provides weekly supervision of assigned clinicians, Case Managers and Administrative Assistants.
- Attend Family Support (FST) meetings as needed and coordinate the clinical services staff to have timely and accurate communication with all agencies and parents on the current progress of each client’s treatment progress.
- Responsible for marketing Great Circle programs, developing presentations, and presenting at workshops and/or conferences.
- Responsible for the engagement of families with clients.
- Assist with parent tours, strategic planning and program growth.
- Assumes on-call duties during evenings and weekends as assigned by the Clinical Services Manager.
- Manage multiple priorities and respond to crises with an appropriate level of urgency and decisiveness.
- Ensure Medicaid services and insurance expectations are provided in the most effective manner, meeting all regulations, and billing is both timely and accurate by therapists.
- All other duties as assigned.

Working Conditions

Office/classroom/milieu environment. Lighting and temperature adequate. May be exposed to noise and crisis-related behavior from clients.
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. This person must be able to see, hear, speak, walk, and sit. Must be able to use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl. Vision abilities required for this job include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

Yes

Supervisory Responsibility

Yes

Qualifications

Knowledge of program development and monitoring program outcomes. Strong customer service focus, excellent time management, oral and written communication skills. Must be proficient in Word, Excel and email applications.

Required Education and Experience

- Master’s degree in Social Work, Counseling or Human Services related field.
- Minimum of five years’ work experience in community based services in child welfare, foster care, case management, mental health or other youth services.
- Minimum of three years of supervisory experience required
- Current, valid driver's license and meet Great Circle requirement for driver’s insurance

Licensure

- LPC or LCSW

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

Employee:___________________________________________
Date:____________________