Ruby’s Place, Inc.
Job Description

JOB TITLE: Clinical Program Manager

REPORTS TO: Director of Clinical Services

WORK AREA: Community Office

DUTIES:
The function of the Clinical Program Manager (CPM) is to support the Director of Clinical Services in the overall management of the Clinical Department at Ruby’s Place (RP) using trauma-informed and relational modalities. Primary duties include the supervision of clinicians who serve our clients who have been impacted by domestic violence and/or human trafficking, agency training coordination and facilitation, and reflective supervision of RP staff.

QUALIFICATIONS:
The Clinical Program Manager must have a Master’s Degree in clinical and/or counseling psychology or related field, and be registered with the California Board of Behavioral Sciences as one of the following: a Licensed Marriage and Family Therapist (LMFT), a Licensed Clinical Social Worker (LCSW), a Licensed Professional Clinical Counselor (LPCC), or a Licensed Educational Psychologist (LEP). The CPM should have experience in providing therapy, crisis intervention, group counseling, general experience working with people who are survivors of domestic violence and human trafficking, and providing training to the members of multidisciplinary team. In addition, the CPM will have an understanding of the dynamics of abusive relationships and a commitment to preventing violence in the home as well as an understanding of, and sensitivity to, serving diverse populations. The State mandated 40-hour Domestic Violence and the 40-hour Human Trafficking counselor certification is required (this can be scheduled after date of hire). Must possess a valid CA Driver’s license, proof of insurance, and be approved by Ruby’s Place insurance carrier as a driver. Fingerprints and background check required.

HOURS OF WORK:
The hours of work are full-time, 40 hours per week. The CPM must be available to work evenings and weekends and respond to any other unforeseen circumstances or emergencies.

SALARY: DOE
RESPONSIBILITIES:
1. Supervise RP clinicians who provide therapy services to all residential, housed and outreach clients.
2. Carry a clinical caseload as necessary.
3. Abide to all necessary HIPPA compliance issues around telehealth during Covid-19 crisis.
4. Ensure continuity of care to clients by providing tele-therapy, managing crisis and complying with all mandated reporting standards while working remotely.
5. Provide online training through Zoom and other means of technology to ensure compliance with grant objectives.
6. Coordinate and facilitate annual agency training schedule, including all mandatory trainings and those that enhance and expand upon agency goals.
7. Ensure all RP clients receive mental health services that are aligned with agency mission and trauma-informed practices and any necessary referrals as requested.
8. Provide individual reflective supervision to designated RP staff.
9. Provide monthly self-care groups to staff at admin and shelter sites.
10. Oversee that clinical reports are submitted on time and work with the data team to confirm data is being reported correctly.
11. Participate in monthly Clinical Department meetings.
12. Participate in bi-monthly group supervisions with other RP staff.
13. Work with the Director of Clinical Services to understand the clinical program objectives and contracts and ensure that clinical staff are meeting program goals.
14. Work with the leadership team on program growth through assistance in funding opportunities, program development and roll out.
15. Perform other duties as assigned by the Director of Clinical Services.

LANGUAGE SKILLS:
Ability to communicate and write business correspondence, reports and applications. Ability to effectively present information and respond to questions from groups and individuals.

REASONING ABILITIES:
Ability to interpret budgets, government regulations, and financial reports. Ability to collect data, establish facts, and draw valid conclusions.
Ruby’s Place is committed to the implementation of an Affirmative Action Policy and the Americans with Disability Policy in its recruitment, selection and placement of all personnel and is an Equal Opportunity Employer.

YOU ALSO UNDERSTAND THAT YOU ARE A MANDATED REPORTER TO CHILD AND ADULT PROTECTIVE SERVICES.

NO SERVICES MAY BE RENDERED FOR CLIENTS AT ANY TIME, WHETHER DURING NORMAL WORKING HOURS OR AFTER HOURS. UNDER NO CIRCUMSTANCES SHALL A CLIENT OR THEIR FAMILY ENGAGE YOU FOR PERSONAL SERVICES.

I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.

____________________________________  _______________________
Clinical Program Manager                  Date

____________________________________  _______________________
Director of Clinical Programs             Date