



JOB ANNOUNCEMENT

Position Title: Mental Health Program Supervisor

Program: New Leaf Recovery Center (North)

Classification: Exempt/Full Time

Salary: \$62,000-\$68,000 per year; Commensurate with experience

Summary and Range of Authority: Under the direction of the Program Manager, the Mental Health (MH) Program Supervisor will supervise the program and the program staff to provide outpatient co-occurring treatment to targeted populations. UPAC New Leaf Recovery Center (NLRC) provides evidence-based and integrated outpatient treatment services for adults who suffer from serious mental health and co-occurring substance abuse conditions.

Essential Duties and Responsibilities:

- Supervise day-to-day operation effectively as a part of the integrated co-occurring services through effective communication and collaboration with SUD Program Supervisor or other key staff.
- Supervise day-to-day services effectively and timely as defined by the program contract including but not are limited to, mental health screenings, behavioral health assessments, psychiatric and psychosocial history, mental status examinations, diagnosis, treatment plans, progress notes, utilization review forms, discharge summaries, etc.
- Supervise MH program staff (counselors, interns, and volunteers) for various activities including intake/assessment, group/individual/family counseling, case management, and crisis intervention.
- Act as Program Registrar and key contact person for designated third-party referral sources.
- Supervise Program's quality management and improvement consistent with county and state regulations.
- If eligible, provide clinical supervision to registered MH interns, and practicum students and fulfill all the applicable requirements in clinical supervision.
- Supervise community referrals, directing individuals to an appropriate level of care.
- Supervise in monitoring all documentation of services rendered to be in compliant with applicable state and county regulations.
- Supervise in monitoring program compliance with the California Code of Regulations Title 9.
- Attend relevant meetings including those held by County BHS as assigned.
- Supervise and coordinate outreach activities to establish and maintain linkages with hospitals, clinics, and other various agencies where the program target population can be reached.
- Provide direct services to clients, including but not limited to, assessments, clients plan, and individual, group, and family counseling and prepare all relevant documentation and data entry.
- Supervise in utilization of the EBP including Motivational Interviewing.
- Monitor the program data charting function and billing through CERNER, County assigned Electronic Health Records (EHR) software to ensure accuracy and compliance.
- Supervise crisis intervention and management.
- Supervise program performance to ensure the contracted goals and outcomes to be met.
- Provide timely review and approval for various documentation of the program clinicians through CERNER.
- Co-facilitate Program Advisory Group
- Approve all clinicians to enter data into UCSD HOMS database

- Prepare, collect data, and provide Program Manager with Quarterly Status Report information for County reporting
- Supervise and prepare for County audits and site visits
- Attend County meetings as needed
- Coordinate referrals
- Serve as the Single Accountable Individual for the programs
- Coordinate multidisciplinary services
- Other duties as assigned.

Required Education, Certifications/Licenses and Language/Cultural Skills:

- Current licensure, as authorized by the Board of Behavioral Sciences or the Board of Psychology.

Minimum Experience and Qualifications Required:

- Two years of clinical experience in a mental health setting, with solid clinical skills in individual therapy, assessments, crisis intervention, and case management
- Two years of experience in a supervisory or leadership role
- If recovering, must be clean and sober and stable in the recovery process for at least 2 years.
- Knowledge of theory and practice of psychotherapy, as well as principles and practice of community mental health
- Understanding of cultural competency in the delivery of mental health services
- Understanding of and commitment to the psychosocial rehabilitation model of psychiatric rehabilitation services, and a strong belief in empowering clients/consumers towards recovery
- Trained and experienced in diagnosing clients utilizing the DSM-5
- Familiarity with community resources and the delivery of case management services
- Ability to establish and maintain diagnostic and psychotherapeutic relationships with clear understanding of ethical and professional standards
- Excellent organizational skills and attention to detail
- Ability to manage multiple tasks simultaneously, prioritize and successfully bring them to fruition
- Ability to prepare written reports and records of services rendered
- Ability to maintain strict confidentiality with regard to client information and other sensitive or proprietary information
- Ability to communicate mental health principles to clients, families and providers
- Ability to work independently while effectively collaborate as a member of an interdisciplinary team
- Ability to function well as a leading member of an interdisciplinary team.
- Demonstrated leadership skills; responsible, mature, self- motivated and able to lead and inspire others.
- Excellent interpersonal skills through effective communication skills.
- Excellent written and verbal communication skills and ability to prepare written reports accurately and records of services rendered in a timely fashion
- Excellent organizational and time management skills, and able to manage a large caseload.
- Must have flexibility to work some evening and weekend hours.
- Must have certified First Aid and CPR training (including infant CPR) within three (3) months of the date of hire.
- Must demonstrate intermediate level of computer literacy and experience using office productivity software i.e. Microsoft Word, Excel, Power Point, Internet browsers, and Outlook.
- Must pass background check (Live Scan Fingerprint)
- Must pass drug test (results shall be negative for all illegal drug use including marijuana)

- Must have TB clearance
- Must be able to drive for business purposes to other program locations in San Diego County
- Must have a valid California driver's license and comprehensive automobile insurance coverage, as required by law
- Will not be debarred or excluded from participation in Federal programs by the General Services Administration and/or the Department of Health and Human Services of the Inspector General.

Additional Preferred Education or Qualifications:

- More than 2 year working experience in County Cerner EHR system.
- Eligible to provide clinical supervision preferred.
- Change Agent Developing Recovery Excellence (CADRE) trained.

Physical Demands and Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Spends approximately 70% of work time sitting and meeting with others or working at a desk and/or computer. Spends approximately 30% of work time standing or walking within the work area or outside the office at meetings and events, also bends, twists, stoops and reaches. Ability to communicate in writing and verbally. Regularly required to sit and talk or hear. Frequently is required to use hands to touch, handle or feel and reach with hands and arms. Occasionally lifts and/or moves up to 25 pounds. Working conditions are normal for an office environment and event venues. The noise level is usually moderate.

Please forward your resume via e-mail, fax or mail to:

UPAC – Attn: HR Dept
1031 25th Ave
San Diego, CA 92102
Fax: 619-232-4113
E-Mail: upacjobs@upacsd.com