



Job Title:	Clinical Program Manager	Job Category:	Clinical
Location:	15999 W. 12 Mile Road Southfield, MI 48076	Travel Required:	5% Local
Department:	Clinical	FLSA Type:	Exempt
Reports to:	Executive Director		

General Summary: This full-time position requiring a LMSW, providing clinical direction and oversight for all clinical service provided by Kadima, including therapy, quality improvement, IPOS development, staff supervision and training, and the integrated care program. Partners with the Residential Service department on intakes, crisis intervention, and more.

Principal Duties and Responsibilities

- Direct supervision of Therapists, Quality Assurance Coordinator, Nurse, LLMSW and MSW Interns.
- Develop, implement and teach clinical policies and procedures for all programs as needed, along with other members of the senior management team and key staff members.
- Coordinate case consultations with therapists, residential team, external case managers and other stake holders.
- Conduct staff performance reviews in a timely manner.
- Access and execute necessary ongoing clinical training to appropriate staff members.
- Serve as the lead staff for the Board’s Programs and Services Committee.
- Facilitate Root Cause Analyses (RCA) process upon any sentinel event and provide a narrative of findings.
- Provide and coordinate individual and group therapy.
- Must demonstrate the ability to assess, formulate and implement clinical assessments, treatment plans and quarterly reports. Develop Individual Plans of Service, participate in Level of Care meetings and amend IPOS as needed.
- Support Residential Services Director in CARF and other accreditations.
- Responsible for the Agency Dashboard: overseeing the data collection, analysis and reporting process to measure and demonstrate clinical outcomes.
- Acts as a liaison and Kadima ambassador with community partners, funders, volunteers, and donors
- Speak as a representative of Kadima and industry expert at local events and conferences.
- Must work effectively with other staff members as part of an interdisciplinary team.
- Attend all scheduled staff meetings and in-service training seminars as required and assigned
- Must follow Kadima mission statement and core values
- Must abide by the National Association of Social Workers (NASW) Code of Ethics, Adult Protection Code, Mental Health Code, and the Commission on Accreditation of Rehabilitation Facilities (CARF) guidelines and standards.
- Perform any additional duties assigned by the Executive Director

Knowledge, Skills, Abilities and Qualifications Required:

- Minimum of master’s degree in social work- LMSW
- Must have excellent supervisory skills
- Excellent clinical acumen and expertise
- Excellent administrative skills
- Must have experience in working with adults with psychiatric disabilities, and ability to work with families
- Good written and oral communication skills
- Experience in crisis management
- Ability to work a flexible schedule, including some evenings and weekends as need to support 24/7 operations.
- Ability to work within a fast-paced environment while managing multiple priorities.

- Strong ability to maintain confidentiality and report critical information in a timely manner.
- Ability to manage crises with diplomacy and sound judgement.
- Strong analytical, organizational, and leadership skills.
- Strong written and oral communication skills.
- Strong computer skills, including spreadsheet and database programs.
- Excellent interpersonal skills.
- Support our philosophy and guiding principles, which can be found on our website at <https://www.kadimacenter.org/>
- Ability to work collaboratively across departments
- Participate in on-going education and training opportunities
- Ability to maintain a professional demeanor in all situations and be able to withhold confidential information
- Possess positive managerial skills and strong communication, organizational, computer and analytical skills;
- Familiarity with AFC licensure and CARF regulations preferred;
- Must maintain the strict confidentiality of the individuals we support; Ensure people are treated with dignity and respect;
- Ability to successfully complete all needed trainings and maintain credentials required

Working Conditions:

Accommodation(s):

As appropriate and fiscally reasonable.

Physical Requirements:

- While performing the duties of this job, the employee is regularly required to, stand, sit; talk, hear, and use hands and fingers to operate a computer and telephone keyboard reach, stoop kneel to install computer equipment
- Specific vision abilities required by this job include close vision requirements due to computer work
- Light to moderate lifting is required

Environmental Conditions:

- Moderate noise (i.e. business office with computers, phone, and printers, light traffic).
- Ability to work in a confined area.
- Ability to sit at a computer terminal for an extended period.

This Company reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying the position. This job description is not an employment contract, implied or otherwise. The employment relationship remains “at-will.” The described job requirements are subject to change to reasonable accommodate qualified disabled individuals.

Approvals:

Employee Signature

Date

Supervisor Signature

Date

