



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

**General Summary:** This position oversees the Clinical Services providing clinical direction and oversight to the clinical, quality assurance, activities and nursing team. It is expected that this position performs appropriate assessments, organizes, reviews, training and reports health and social information. Lead, Plan, Manage, Design, and Execute clinical outcomes and 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.

**Principal Duties and Responsibilities**

- Direct supervision of therapists, Quality Assurance, Nursing, and Zussman Activity Center (soon to become a Clubhouse).
- Supervise development and implementation of all client treatment plans
- Coordinate case consultations with therapists and case coordinators
- Oversee clinical direction and supervision and conduct staff performance reviews in a timely manner.
- Manage crisis and interventions in cases
- Access and execute necessary ongoing clinical training to appropriate staff members
- Direct supervision of therapists, Quality Assurance, Nursing and Activity Center and upcoming Club House.
- Supervise development and implementation of all client treatment plans
- Coordinate case consultations with therapists and case coordinators
- Be responsible for agency operations in the absence of the executive director
- Oversee clinical direction and supervision and conduct staff performance reviews in a timely manner.
- Manage crisis and interventions in cases
- Work with executive director in program development
- Conduct new client intakes
- Prepare monthly reports
- 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.
- Provide comprehensive recipient assessment, comprehensive care/ service development, linking/coordination of services, monitoring/ follow up of services, and reassessment of status of the individual service needs of the clients served.
- Advocate for needs to be met, Link clients to all available resources for identified needs
- Provide crisis intervention, individual, group, conjoint and family therapy.
- Must demonstrate the ability to assess, formulate and implement clinical assessments, treatment plans and quarterly reports.
- Consult with the residential staff to coordinate medical and psychiatric care.
- Develop Individual Plans of Service, participate in Level of Care meetings and amend IPOS as needed.
- Review medication supply and staff documentation.
- Ensure that clinical files are maintained according to state and county standards.
- Ensure that the homes comply with recipient rights and all health and safety requirements.
- Ensure Incident Reports and other required documentation according to mental health standards are completed.

- Maintain clinical files and records.
- Submit valid and legitimate service activity logs and documentation.
- 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
- Perform any additional duties assigned by the Executive Director

**Knowledge, Skills, Abilities and Qualifications Required:**

- Minimum of master's degree in social work (LMSW), psychology (LLP), or other related mental health field
- Excellent clinical acumen
- 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
- Must have excellent supervisory skills
- 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