

Job Title: Program Director, Outpatient Services

Reports To: Chief Clinical Officer (CCO) or Designee

About CLARE|MATRIX:

CLARE|MATRIX is a nonprofit organization providing effective and compassionate treatment, recovery, and prevention services for alcoholism and substance abuse to individuals, families, and the community.

Since 1970, CLARE|MATRIX has provided quality substance abuse and mental health treatment to men, women, and children in Southern California.

Through programs run by a compassionate, committed, results-oriented team of counselors, therapists, and administrators, CLARE|MATRIX continues to build its reputation as a leader in Evidence-Based Treatment practices and continues to break new ground in the areas of positive outcomes, outreach, research, and community involvement.

Headquartered in Santa Monica, CA, CLARE|MATRIX maintains 18 facilities in the Southern California region; providing services to participants in a manner consistent with its Core Values: Compassion, Teamwork, Integrity, Empowerment and Adaptability.

Summary:

The Program Director is responsible for the day-to-day operation and is a key leader in the overall management of the program. He/she develops, manages, reports on and is accountable for the activities of the program and its staff, in their entirety. He/she will also be involved in the intake and recruitment of new clients and promote CLARE|MATRIX by participating in various community activities. In the role, he/she supports the Chief Clinical Officer in the areas of human resources, finances and general accountability.

Major Areas of Responsibilities:

- Oversees and manages clinical programs and services.
- Supervision and monitoring of the following includes, but is not limited to:
 - Staff Supervision
 - Program Participant (client) role modeling and leadership
 - Quality Assurance
 - Review and approval of participant treatment plans
 - Contract Compliance
 - Staff Training
 - Conduct Staff Meetings
 - Participant clinical participation and progress
 - Court Liaison
- Attend community meetings

- Work with government monitors and project administrators on contracts
- Monitor the maintenance of files and records in the Outpatient department, including conducting regular audits.
- Prepare all reports for appropriate agencies or contracts and coordinates with CLARE | MATRIX Contract Administrator.
- Collaborate with partner agencies and community members.
- Ensures that individual and family psychotherapy and case management services are being delivered to the individuals served as required.
- Assigns caseloads, evaluates performance for quality assurance, conducts new employee orientation and manages staff development and training.
- Ensures compliance with all federal and state licensing requirements, while internally adhering to all company policies and procedures.
- Ensures appropriate assessments for all clients served.
- Implementation of best practice and emerging practice protocols.
- Design of all staff training.
- Collaboration with CCO on development, tracking and reporting of outcomes of services.
- Performs other related duties and activities as required.

Knowledge, Experience and Skills:

To perform this job successfully, an individual must be able to perform each essential function successfully. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- MUST possess a current License as an LMFT, LCSW, LPCC, or Psychologist
- Master's degree or PhD from an accredited institution is required.
- Should have at least 4 years' supervisory experience as a Program Manager or equivalent preferably in a residential or outpatient program setting.
- Previous experience managing contracts.
- Endorses best practices including Trauma Informed Care.
- Experience in working with diverse populations.
- A minimum of one year sobriety if recovering.
- Knowledge of 12-Step Principles.
- Knowledge of Medicare/Medi-Cal, commercial insurance, Covered California and other funding sources, substance abuse population, Los Angeles County Department of Mental Health.
- Computer literate: Microsoft Office, databases, electronic medical records keeping.
- Detail-oriented and ability to work independently when needed.
- Able to plan and manage multiple projects.
- Demonstrated ability to lead and work effectively in a team environment

Medical History:

All employees whose functions require or necessitate contact with client or food preparation shall complete a health screening report or a health questionnaire. Health screening report or health questionnaire will be provided upon hire. For all residential employees a health screening report be completed and signed off by a medical practitioner signature for clearance. All outpatient employees will complete at minimum a self-report screening questionnaire.

TB test are to be conducted under licensed medical supervision not more than 60 calendar days prior to or 7 calendar days after employment and renewed annually from the date of the last tuberculosis test. Staff with a known record of tuberculosis or record of positive testing shall not be required to obtain a tuberculosis skin test. Unless there is documentation that the staff completed at least 6 months of preventive therapy, the staff shall be required to obtain, within 45 calendar days of employment, a chest x-ray result and a physician's statement that he/she does not have communicable tuberculosis and has been under regular care and monitoring for tuberculosis. A chest x-ray within the prior 6 months is acceptable. The physician's statement shall be renewed annually.

Physical Demands:

While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

Work Environment:

This job will be primarily located at the CLARE | MATRIX offices in Santa Monica, CA. While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

By my signature I acknowledge that I have received and reviewed a copy of this job description:



COMPASSION – TEAMWORK – INTEGRITY – EMPOWERMENT – ADAPTABILITY

Employee Printed Name and Signature

Date

CLARE | MATRIX is an equal opportunity/affirmative action employer. CLARE | MATRIX does not discriminate because of gender, sexual orientation, race, religion, age or physical, mental or sensory challenges. No qualified applicant will be denied employment sole on the basis of having or not having a prior history of alcoholism or other drug addiction.