

BOSTON PUBLIC HEALTH COMMISSION

JOB TITLE: Clinical Manager POSITION #: 501021596

PROGRAM: Homeless Services Bureau/ Housing Department

LOCATION: Woods Mullen and Long Island Shelters

SUPERVISOR: Social Services Administrator

SALARY: \$42,000 - \$52,000 annualized range, DOE

HOURS: 35 hrs/wk; Monday to Friday; 9-5

DUTIES:

The Clinical Manager is a lead position in the ongoing development and operation of BPHC/Homeless Services program providing housing search and retention to the chronically homeless population.

Recruits, hires, trains, evaluates and supervises Case Management staff.

Develops programming based on principles of Critical Time Intervention, Motivational Interviewing, Cognitive Behavioral Therapy (CBT), and other Best Practices for clients with co-occurring mental health and substance abuse disorders.

Provides clinical supervision to Case Management staff, ensuring all clients are provided adequate and appropriate services utilizing these Best Practices.

Ensures accurate record keeping by all staff, according to program outcome and evaluation requirements.

Monitors and develops partnerships with community service providers. Establishes linkages with mental health providers, health care providers, private/public agencies, and client referral sources (i.e. HomeStart, BHA, Emergency Shelter Commission, Substance Abuse, Health Care for the Homeless, and community integration programs) for the purpose of coordinating case management and to augment program services.

Responsible for the development and oversight of all clinical and client services, including intake, assessment and referral services for program participants, all of whom have co-occurring mental health and substance abuse disorders. Provides assessment, clinical intervention and care coordination services to clients through all phases of treatment and follow-up. Provides crisis intervention, including assessment of need for acute treatment services (e.g. dual-diagnosis inpt. services, detox, etc) and provides referral for appropriate follow-up. Identifies high-risk behaviors and provides clinical support. Oversees community-housing placements maintaining safety by monitoring client compliance with "individual service plans" and rental agreements.

Facilitates staff meetings and community meetings when scheduled. Assists in developing, scheduling and overseeing client home visits, transportation, community meetings and life skills trainings

Compiles records, statistics, and other reports in accordance with BPHC and SAMHSA funding requirements.

Shares in emergency on-call beeper rotation.

Performs other duties as required.

MINIMUM QUALIFICATIONS:

BA/BS with minimum two years supervisory and three years human service experience required. Masters degree preferred. LCSW, LICSW, LMHC or eligible for licensure preferred. LADC, CADAC or CAC preferred.

Previous experience working with homeless, diverse ethnic, racial and low-income populations with an understanding of mental health, substance abuse and recovery issues.

Strong clinical skills and understanding of mental health, dual-diagnosis, and substance abuse.

Strong organizational and communication skills.

Knowledge of Boston area social services, substance abuse, mental health and housing agencies

Ability to work in a team atmosphere. Computer literacy required.

Bi-Lingual/Spanish speaking preferred

This position requires direct client/patient contact and as a result of such direct contact, certain immunizations will be recommended and/or required prior to commencement of employment duties.

A Criminal Offenders Records Information request must be completed for this position. However, a record is not an automatic bar to employment but is reviewed in relation to the job applied for.

Boston residency required, or willingness to relocate.

PHC REQ#: 3003