

BOSTON PUBLIC HEALTH COMMISSION

JOB TITLE: Program Manager POSITION #: 50119988
PROGRAM: Men's Health and Recovery
SUPERVISOR: Associate Bureau Director
SALARY: \$53,000-58,000 annualized range, DOE
HOURS: 35 Hours/wk 9-5

DUTIES:

Responsible for the oversight of the Substance Abuse Counseling services for the Men's Health and Recovery program consisting of: assessments, treatment plan development, counseling, psycho-social and psycho educational groups.
Oversight of all contractual obligations and 3rd party billing, documentation and utilization review and QA.
Provides supervision to case managers and clinical staff.
Provides direct client care, counseling and group facilitation in addition to supervisory responsibilities.
Insures that counseling functions are consistent with all appropriate professional, legal, regulatory, and accredited standards.
Liaison between all clinical and educational partners and other community based organizations as it pertains to Men's Health and Recovery services.
Develops and/or participates in collaborative programming with Addictions Treatment Bureau programs as well as community agencies.
Directs and participates in staff and management meetings pertaining to counseling services offer by Addictions Treatment Bureau.
Assists Associate Bureau Director in the preparation of grants for new funding, continuation applications for funded grants & required program reports.
In collaboration with the Associate Bureau Director, implements new federal and state funded projects within the Men's Health and Recovery program.
Collaborates with the evaluation team to assure adherence to data collection and evaluation requirements by funders.
Ensures that all required and/or requested reports are prepared and submitted in a timely fashion.
Develop policies, procedures, & protocols to ensure quality client services.
Works in a confidential capacity with the Bureau Director and Associate Bureau Director. Meets regularly with supervisor regarding all aspects of program operations. Makes and recommends management and personnel decisions regarding program, including but not limited to promotion, transfer and assignment of staff, and imposition of discipline. May represent management in grievance process, including but not limited to hearing and adjusting grievances, and attending grievance hearings. Operate independently. Use independent judgment and discretion to make decisions affecting the program and staff as it relates to program operations/services and BPHC policy. Develop, implement and manage projects and/or initiatives related to the program for the provision of services and/or to ensure effective operations and compliance with established standards and/or contracted goals and objectives.
Performs other duties as required.

MINIMUM QUALIFICATIONS:

Master's degree in a clinical specialty is required.
Proof of degree from accredited university will be required before job offer.
Experience with clinical reporting, productivity planning, 3rd party billing and utilization review practices desirable.
Prior supervisory experience required.
Three years, of progressive leadership in the field of substance abuse treatment and prevention.
Knowledge and experience in working with multi-cultural and multi-racial groups.
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.

REQ#: PHC 2994