

Ontario-Montclair School District

CLASS SPECIFICATION Program Manager Behavioral Health

GENERAL PURPOSE

Under the general direction of the Coordinator of Student and Family Support Services, plans, organizes, develops and implements the District Behavioral Health Resource Center program. This position also evaluates and formulates department priorities and recommends strategies for effective program operation.

DISTINGUISHING CHARACTERISTICS

The Program Manager, Behavioral Health is responsible for the management, development, and implementation of the behavioral health program. The Program Manager oversees the behavioral health services provided to Ontario and Montclair children from birth through 21; works closely with Ontario-Montclair School District personnel to monitor and assess behavioral health issues that affect children and schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Administers the operations of the Behavioral Health Program for District; Develops, implements and monitors work plans to achieve therapy goals and objectives; participates in developing , implementing and evaluating programs, plans, processes, systems and procedures to achieve District goals.
2. Provides high performance, customer service-oriented work environment which supports achieving District and site objectives and service expectations.
3. Works in collaboration with multiple Districts, cities, county and private agencies in a school-based and school linked integration model to direct and manage the delivery of therapy and case management services to at-risk youth and their families;
4. Oversees and directs therapy and case management activities for assigned school sites; oversees and directs the preparation of assessments, individual therapy plans and case management plans for referred students and families; establishes a comprehensive system for tracking progress made by students and families; manages and directs crisis interventions.
5. Oversees and ensures maintenance of student therapy files and case management files and records; maintains log of incoming referrals, case openings and closings and case dispositions; oversees maintenance of and audits detailed documentation for clinical charts.

6. Oversees the submission of documents for eligible individuals to Medi-Cal billing program; submits evaluations of programs as required.

QUALIFICATIONS

Knowledge of:

1. Theory, principles and practices of behavioral health and clinical principles.
2. Principles, practices, methods and protocols for interdisciplinary case management.
3. Federal, state and local laws, regulations and codes regarding standards of practice for behavioral health and case management.
4. Methods and techniques for assessing child and family behavioral health issues and family case management needs
5. Community resources and services applicable to carrying out assigned case management and social services responsibilities
6. Child, adolescent or developmental psychology and group dynamic theories and practices.

Ability:

1. Plan and coordinate the operations of a District Behavioral Health Clinic.
2. To train and supervise staff.
3. Assess eligibility for participation in therapy or case management program.
4. Obtain sensitive and confidential information through personal interview
5. Interact effectively with parents and children of diverse backgrounds and experiences.
6. Counsel person on difficult, sensitive and confidential matters often involving issues that are emotionally upsetting.
7. Establish and maintain case records, files, reports and other materials.
8. Communicate effectively orally and in writing.

Education, Training and Experience:

A Master's degree in social work, psychology, marriage and family therapy, and/or related field; five years experience with a school district case management or therapy program in a supervisory role; and three years of therapy experience as an LCSW or MFT working with a community service or social work organization involving at-risk children and families, preferably in a supervisory role.

Licenses; Certificates; Special Requirements:

Licensed Clinical Social Worker (LCSW) or Licensed Marriage and Family Therapist (MFT) by California Board of Behavioral Sciences. Preferred Bilingual/Spanish.

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with administrators, faculty, parents, students, representatives of other public and private agencies and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.

Board Approved: April 15, 2010