

PMHCC Inc.

Job Description

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Program/Department: DBHIDS/Housing/TIP

Job Title: Clinical Project Manager for Housing and Forensic Services

Reports to: Director of Housing

Equivalent EP: 23

Classification: Exempt

Position Summary:

The Clinical Project Manager (CPM) for Housing and Forensic Services is responsible for the oversight and management of the development, implementation and ongoing assessment of housing activities within the TIP/Residential Services unit at DBHIDS, particularly as they relate to forensic/behavioral health housing initiative.

The position will coordinate, implement and support program development, clinical and policy activities related to housing for our potential residents with a forensic history.

Duties and Responsibilities:

- Will participate as a member of the TIP/Residential management team with the Director of Housing and the TIP Program Manager
- Will develop new programs and ensure the smooth transition into the TIP/Residential unit or elsewhere. The programs will include DBT, Traumatic Brain Injury, Risk Aggression, Sex Offender Step Down and Dementia.
- Oversee, facilitate and led effort to utilize the forensic housing subsidies
- Coordinate and run the monthly TIP/BHJRS Housing placement meeting
- Coordinate and run the monthly Tip/CBH Coordination meeting
- Develop and implement training for DBHIDS staff and providers on forensic and SUD populations.
- Coordinate with 5 county Regional Programs Coordinator for joint management of regional programs
- Coordination with Mental health court around housing options within TIP/Residential
- Liaison with BHJRS and with Criminal Justice Partners. Keep the TIP unit informed regarding trainings, initiatives, and meetings as it relates to the Departments' efforts around Criminal Justice Activities.
- Support and advise on data system improvements and activities to enhance performance
- Supervise Program Analyst
- Support for Senior Clinical Specialist overseeing LTSRs
- Program analyst for start up programs, provide technical assistance
- Program Analyst duties for limited caseload
- Review Forensic referrals and coordinate recommendations with Program Manager and/or Housing Director, authorize, refer and discharge participants

- Chair of Policy and Procedure Committee responsible for maintaining, drafting, and disseminating Policies and Procedures
 - Special projects as directed by supervisor
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Skills Required:

- Knowledge and thorough understanding of managed care and behavioral healthcare delivery systems and services
 - Excellent interpersonal and leadership skills
 - Excellent communication skills
 - Ability to prioritize and manage multiple ongoing projects while meeting deadlines
 - Proficient with Microsoft Office
 - Ability to work independently
 - Ability to collaborate and work with a team of people from a variety of agencies and providers
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Education and Experience:

- Education: Master's degree in Social Work, Counseling Psychology, Psychology or other related social service field
 - Relevant Work Experience: Minimum of 7 years of experience in the field of behavioral health for both adult and children's service systems with a minimum of 4 years of experience in operations and management of clinical, housing initiatives and a minimum of 3 year of supervisory experience
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Physical Demands:

- Regularly requires walking, standing, stooping, bending, sitting, reaching, pushing, pulling and/or repetitive wrist/hand movements for various lengths of time throughout the day.
- Ability to utilize computers and office equipment to complete daily work responsibilities.

Essential Functions:**Background Checks Required:**

- Criminal: YES
- FBI: YES
- Child Abuse: YES

CBH Dashboard Access: Yes X No

Boundary of Authority:

- Reports to: Director of Housing
- Supervises: Program Analyst
- Internal Contacts: Employees at DBHIDS
- External Contacts: Mental Health Court, Defenders Association, Office of Homeless Services, Jail and Prison Provider Network

Equal Opportunity Employment:

PMHCC is committed to equal opportunity. It is our policy to support equal employment for all employees and applicants without regard to race, religion, color, sex, sexual preferences, age, national origin, disability, behavioral health status, military status or any other characteristic protected by law.

Americans with Disabilities Act:

Employees as well as applicants who are currently, or become disabled must be able to perform the functions of the job with either reasonable accommodation or unaided. PMHCC will examine reasonable accommodations on a case by case basis with accordance to the law.

Job Responsibilities:

The statements above reflect the general duties, responsibilities and skills required considered necessary to perform the job functions. This document should not be considered a fully detailed description of all the work requirements of the positions. Duties may be assigned that are not included in the above job description, and may be changed based on the needs of the organization.

Approved-Director (Print Name and Sign Name)

Date

Supervisor (Print Name and Sign Name)

Date

Employee (Reviewed and Understood - Print and Sign Name)

Date