



## **CLINICAL PROGRAM MANAGER**

The Town of Stratford is currently accepting applications for the position of **Clinical Program Manager** for the Community Services Department at 468 Birdseye Street, Stratford.

### **GENERAL DESCRIPTION:**

This position is responsible for managing all aspects of clinical service, including overseeing individual, family and group counseling, ensuring compliance with clinical and program protocols and CT Department of Public Health, accepting and assigning referrals for therapeutic services, making referrals for cases outside of scope of service to appropriate level of care, reviewing and approving clinical documentation from unlicensed therapist(s) and graduate intern(s), evaluating and documenting clinical services for Town administration and funders. Additionally, oversee the finances for counseling services.

### **SUPERVISION RECEIVED:**

This is an at-will position that reports to the Community and Senior Services Director. Clinical consultation is provided by an independent contractor with the Town.

### **EXAMPLE OF DUTIES:**

- Provide weekly group and individual clinical supervision for outpatient therapists and conduct annual performance appraisals. Coordinate the recruitment, orientation, supervision and evaluation of graduate interns. Audit and verify that clinical files and documentation are in compliance with legal ethical standards.
- Responsible for oversight of billing, insurance reimbursement and fee collections including coordinating insurance verification, matching insurance reimbursement to client accounts, balancing client accounts and filing Husky authorizations in a timely manner for Medicaid clients.
- Serve as the Youth Service Bureau (YSB) Director accountable for writing and administering the Youth Service Bureau grant and the implementation of the Juvenile Review Board (JRB). Duties include working with the Juvenile Review Board Manager to accept or deny referrals, assign cases, recruit and orient panel members and administer documentation to insure fidelity to the program model.
- Consult with Stratford Police Department Social Worker to support behavior health needs of residents
- Coordinate outreach to promote clinical services.

- Provide individual, group and family counseling and information and referral.
- Make presentations as requested. Serve on local, regional and state boards and task forces as approved to coordinate information and services and to reach agency goals.
- Be available for emergency operations and recovery in the event of an emergency or disaster (natural, human caused or national security) affecting the Town.
- Perform related work as needed.

**KNOWLEDGE, SKILL AND ABILITIES:**

Considerable knowledge of counseling principles and practices, community resources, relevant local, state and federal laws.

Good knowledge of behavioral health billing and insurance reimbursement.

Considerable ability in oral and written communication and ability to relate to people on an individual and group basis

Good ability to establish and maintain effective working relationships with clients, co-workers, supervisors, other town departments, schools, community organizations, and the general public.

Proficient with Microsoft Word, PowerPoint, Excel and Outlook, including experience providing telehealth.

**QUALIFICATIONS:**

Master's Degree from a recognized in Family Therapy or related field plus a minimum of five years' experience working with individuals and families. Must have valid CT DPH professional license. AAMFT supervisory certification eligible. Clinical supervisory experience, a systemic orientation to treatment and experience in out-patient child/adolescent/family treatment, and/or adult treatment.

**SPECIAL REQUIREMENTS:**

Valid Driver's License required

Applications can be found at [www.townofstratford.com/humanresources](http://www.townofstratford.com/humanresources) and should be submitted to the following:

Town of Stratford  
Human Resources Department  
Stratford Town Hall  
2725 Main Street, Stratford, CT 06615

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