

## **CLINICAL PROGRAM MANAGER**

DESCRIPTION: Under general direction, incumbents direct the Clinical Program in an institutional setting. Incumbents coordinate and insure implementation of treatment team decisions regarding clinical programming. Supervision is exercised over core personnel from various disciplines assigned to the Clinical Program area, i.e., social work, therapeutic recreation, occupational therapy, unit managers, therapists, HSTS I/II. Work is performed under the supervision of the Programming Administrator. Performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Establishes and maintains program operational procedures, including coordinating treatment planning meetings, coordinating the assignment of patients to program components, coordinating program functions with supportive activities in other units, and directing the day-to-day program activities.

Maintains communication lines between the Clinical Program and other treatment units to insure continuity of care for patients.

Coordinates the discharge process of patients in the program.

Assures appropriate treatment planning processes and Best Practices are maintained for patients involved in the Program by designating assigning work to program staff.

Consults with all disciplines and facility programs to develop and maintain treatment philosophy and programming orientation for the Program.

Provides training and continuing education to insure staff development for program staff.

Supervises personnel from various disciplines in carrying out the Program functions.

Coordinates quality assurance activities and designs and implements quality improvement studies for the Program.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: mental illness; diagnostic criteria; hospital treatment options; various therapeutic approaches; best practices; policy development; supervisory methods and practices; evaluation procedures.

Ability to: develop therapeutic relationships; effectively interact with a variety of patients, peers, collaterals, and professionals; coordinate treatment and implement treatment plans; coordinate discharge planning; enforce policies and procedures; manage and direct programs.

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Skill in: treatment planning and implementation; formulating assessments; planning/organization; problem-solving; crisis intervention; supervision and delegation; program development, program evaluation, and administration; leadership and training.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: individual, group, and family therapeutic interventions; available community resources; hospital/facility policies and procedures; hospital accreditation standards; psychiatric treatment; behavior modification; psychiatric, social, vocational rehabilitation training, legal system and mental health board system.

Ability to: communicate effectively; prioritize work activities; generate and disseminate information.

Skill in: interpersonal communications; various therapeutic approaches.

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and/or abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of training and/or work experience that will enable the incumbent to possess the required knowledge, skills and abilities. A general qualification guideline is a Bachelor's degree in behavioral science plus supervisory experience and experience in program administration treatment, a rehabilitation of individuals with service, persistent mental illness, or sex offender services experience (for sex offender clinical program manager position.)

SPECIAL NOTE

Nebraska licensure or certification appropriate for the incumbent's discipline is desirable.