



## **Open Positions– Program Managers -Northwest Alabama and Colbert Counties**

***PROGRAM MANAGERS – NW Alabama will serve the following Alabama counties: Marion, Lamar, Fayette, Lawrence, and Winston. Colbert County will also be serving Franklin County. Resumes are being accepted for a program manager in each of these full time, exempt programs.***

*We are looking for a qualified individuals that desires to make a positive impact on adolescents. The successful candidate will plan, organize, and monitor the activities involved in the operational and day-to-day activities of the program for these counties and working with families and clients in a variety of settings, and maintaining cooperative relationships with the schools, treatment community, and juvenile probation and courts. Travel will be required for which mileage reimbursement will be paid.*

Resumes are being accepted for the above full time, exempt position.

**Among many benefits, we offer paid supervision for qualified licensure candidates and supplemental pay for substance abuse certification and Alabama ALC or MFTA license, and LMFT, LPC, LMSW, and LICSW.**

### **Job Responsibilities / Essential Functions**

#### *Clinical*

- Provide clinical and case management services in individual, group, and family therapy mode, utilizing techniques and theories especially suited for individuals in the treatment population as promulgated by the Bridge clinical philosophy and adopted treatment resources
- Perform thorough psycho-social assessments to reflect accurate diagnosis or diagnostic impression utilizing ASAM placement assessment and other Bridge approved assessment instruments
- Willing to work with families and clients during non-traditional hours
- Consult with other staff regarding appropriate mode of treatment and interventions with clients through participation in and supervision of weekly treatment team meetings
- Maintain cooperative relationships with treatment community, probation department, and other necessary and authorized agencies
- Supervise and assist in provision of treatment services that meet center operational and service level requirements
- Ensure content of client file in full compliance with The Bridge Policies and Procedures, Medicaid, and contracting agency standards and regulations regarding client file data entry, quality of file content, timeliness of entries, timeliness of file updates and archiving, and timely, accurate, and pertinent documentation and corresponding billing records
- Ensure the safe and secure storage and protection of active client records, and the secure transfer of discharged client records to the clinical file archive building
- Assist with general clerical duties

### *Administrative*

- Daily management of individual program activities and components with Program Therapists, Counselors and support staff to ensure quality of treatment.
- Ensure compliance of Program with applicable standards, mandates, and licensing requirements, including administrative and clinical standards
- Assist in training of clinical and support staff members
- Ensure program staff compliance with The Bridge, Inc. Policies & Procedures, Medicaid, and contracting agency standards and regulations regarding client file data entry, quality of file content, timeliness of entries, updates, and archiving, and timely, accurate, and pertinent documentation and corresponding billing records
- Conduct routine, random, and close-out client file audits and reviews as predetermined by Bridge Policies and Procedures
- Report audit and review results
- Maintain proper receipt and accounting of equipment, furnishing, and fixtures used in the operation of the Program

### *Supervisory Authority*

- Supervises and trains regular employees and volunteers
- Assigns/schedules work activities
- Conducts employee performance appraisals
- Hires and terminates employees

### **Required Knowledge, Skills, and Abilities**

- ***Master's degree in a clinical area*** (i.e., psychology, social work, counseling, marriage and family) **OR *other behavioral health area*** with requisite coursework equivalent to that of a degree in above
- ***Must have a practicum/internship*** from an accredited institution recognized by the U.S. Dept. of Education **OR have six (6) month's post master's clinical experience**
- Secure and maintain CPR and First Aide certification within thirty (30) days of the date of hire
- Must be SA certified according to The Bridge policy and ADMH standards within 30 months from date of hire or transfer from a non-ADMH position; OR licensure as a professional counselor (LPC, LMFT, or LICSW)
- 2+ years' post-masters' experience in substance abuse, mental health or co-occurring treatment with considerable knowledge of treatment modalities, crisis intervention, and treatment resources
- Previous experience in a supervisory position, with progressive level of responsibility
- Ability to organize, direct, and coordinate the administrative activities of the Program
- Experience with collection of data for the purpose of demonstrating accomplishment of goals and objectives
- High level of integrity, dependability, and honesty
- Ability to express ideas and directives clearly and concisely, both orally and in writing
- Valid Alabama driver's license, proof of personal vehicle insurance, acceptable driving record and access to personal transportation to meet with clients in a variety of locations

Submit resume to [mspurlock@bridgeinc.org](mailto:mspurlock@bridgeinc.org) or faxed to 256-546-9038. Please include a phone number where you may be reached. For more information about The Bridge, please refer to [www.bridgeinc.org](http://www.bridgeinc.org)