

## **Assistant Clinical Program Director**

**Requires:** Current professional licensure in State of MA required licensed clinicians (LICSW, LMHC, PhD, etc.) to provide outpatient mental health services to diverse populations. Positions are available in our Outpatient clinics treating children, adolescents and adults in our various programs. Under the direction of the Program Director, assist in planning and managing operations and staff within a specific program.

Experience with clinical and administrative supervision; strong verbal and written communication; strong organizational skills; experience in outpatient mental health, Wraparound services and Community Support programming with children and adults or related program with acute and non acute youth; Bilingual.

**Company:**

LAMOUR Community Health Mental Health Clinic

**Location:**

44 Diauto Dr. Randolph, MA 02368

**To Apply:**

Email resume to [admin@lamourgroupp.org](mailto:admin@lamourgroupp.org)

**Job:**

Independent Contractor for 3 to 5 months, then to salary flexible hours \$30 to \$35 hourly but must be available Monday to Wednesday 9am to 7pm and Thursday to Friday 9:00am to 5:00pm week days. On call at times

**Responsible for** daily operations of the department including: provision of ongoing supervisor duties of staff and interns activities, ongoing social work intervention for in-patients and out-patients, and coordination. Over see third party billing services, state contracts services and is knowledgeable in all admission criteria for these service products. Must conduct trainings for new staff and interns and attend meetings outside of clinic, carries a small case load of 4 clients when needed. Market services to referring providers., implementing programmatic projects. Performs on-site and/or telephonic review of acute and NON-acute services when needed.

Predicts and plans for patient's needs from pre-admission, through acute and sub-acute care and post-discharge, in collaboration with the member.

Utilizes pre-approved criteria and guidelines to validate medical necessity of continued stay and appropriateness of treatment and discharge planning.

Acts in conjunction with the appropriate manager(s) on a daily basis to assess the inpatient census for appropriate alternative health care service needs.

Strives to maintain quality care while effectively utilizing resources.

Identifies and reports any quality or utilization issues to the Director.

Acts in conjunction with the clinical team related to discharge planning special program care, experience in outpatient mental health, Wraparound services and Community Support programming

**This individual** is decisive, a risk-taker, collaborative, open-minded, team-focused, and will possess an understanding of community based healthcare. Must be able to work effectively with patients/families of all ages and cultural backgrounds. Works closely with staff members from all departments of the organization to ensure appropriate patient outcomes and resource utilization. The ideal candidate will possess working knowledge of factors impacting hospital clinical practice, including industry trends, reimbursement issues, standards of care, appropriate utilization of various levels/settings for health care, and treatment modalities. Must understand how to director staff to help clients with public assistance, insurance requirements, community resources, support groups, and outside agencies for counseling.

**Required:**

- Computer literate, and understands EMR software.
- Excellent verbal and written communications skills.
- Strong decision making skills.
- Ability to provide services in an environment that involves multiple health care systems.
- Ability to interact with all relevant components of the health care system and community services agencies.
- Ability to provide services that deal with the individual's broad spectrum of needs.
- Self-starter with ability to handle multiple projects at one time.
- Appreciation of cultural diversity and sensitivity towards target population.
- Bilingual a plus.

Must be able to operate a motor vehicle and travel locally (as required by Plan).