

**Job Title: Clinical Manager Substance Use (4)**

**Department: Clinical**

**Reports to: Director of Clinical Programs LaSalle**

**Effective Date: 02.01.2024**

**Job Summary:**

Clinical manager oversees clinical team(s) and a clinical program within their respective area and expertise. The Clinical manager assures that direct care staff are completing duties and that services provided are reviewed and approved as medically necessary. Has responsibility for all Substance Use services within the northern area, including MAT, DUI, IOP, Level 1, Problem Solving Courts, and Probation services in LaSalle and Bureau County.

**Supervisory Responsibilities:**

- Recruits, interviews, hires, and trains new staff.
- Oversees the daily workflow of the department.
- Provides constructive and timely performance evaluations.
- Handles discipline and termination of employees in accordance with company policy.

*\*Performs other related duties as assigned.*

**Duties/Responsibilities:**

1. Provides clinical and administrative supervision, consultation and support to assigned personnel
2. Implements the agency service delivery model by participating in case review, providing direction to all staff related to the model and ordering client treatment reviewing and signing assessments and treatment plans as the LPHA
3. Utilizes data and reports to work with staff to achieve productivity benchmarks, and identifies barriers and implements plans to correct.
4. Provides public speaking and training as requested.
5. Development of policies and procedures that guide the provision of services in the department; annual and regular review of policies when changes are implemented.
6. Maintains fiscal responsibility for programming under his/her direction, reviewing costs, expenses and revenue.
7. Completes trainings, communicates information to staff through meetings, emails, huddles.
8. Coaches, educates and supports staff in duties and tasks
9. Manages assigned program, assuring metrics are met, performance indicators and measures are met and contract/program manual are followed.
10. Participates in agency performance improvement activities, to implement new programs or streamline or improve current programs

*\*Performs other related duties as assigned.*

**Required Skills/Abilities:**

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.

- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with electronic health record and Computer programs
- Ability to multitask
- Ability to lead a team

**Education and Experience:**

- Required CADC with a minimum 2 years experience working in community agency
- Preferred Master Degree in clinical program
- Preferred MAT and DUI experience

**Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer.
- 25% of time spent walking or standing
- Must be able to lift up to 10 pounds at times.