



<b>Job Title:</b> Clinic Manager	<b>Unit:</b> Clarke Pavilion
<b>Status:</b> FTE	<b>Location of Position:</b> Athens, GA
<b>Posting Date:</b> December 2, 2020	<b>Application Deadline Date:</b> Open until filled

**Clinic Manager – Pavilion**

**Position Summary:**

Under the direct supervision of the Director of Specialty Programs, implements, supervises and monitors the delivery of clinical services in the agency’s outpatient clinic in Athens-Clarke County.

**Position Reports to:** Director of Specialty Programs

**Key Duties and Responsibilities:**

- Oversees the day to day clinical operations of the outpatient clinic.
  - Provides assistance in addressing issues related to access, triage, scheduling, referral, disciplinary actions and/or staff coverage
  - Provides consultation and advises operational staff on clinical best practice
  - Provides clinical oversight of the clinical and case management staff at the clinic
  - With the assistance of two clinical team leads, provides administrative oversight to all employees assigned to the clinic
- Assures that clinical services at the outpatient clinical are adequate, appropriate and accessible
  - Stays knowledgeable about guidelines and requirements that regulate provision of outpatient services, including, but not limited to: DBHDD Utilization Guidelines, CARF, ASO requirements, DBHDD contractual obligations, DATEP/HFR regulations, Advantage policies and procedures, etc.
  - Ensures protocols are in place to ensure access to services. Collaborates with directors and subordinate staff to address and problem solve barriers to access
  - Monitors flow of new clients into ongoing services and works to ensure adequate availability of groups and individual treatment based on identified need
  - Conducts individual, family, group and assessments as needed.
  - Assists the Director with implementing and monitoring outpatient scheduling practices at the clinic and ensures that established protocols are being followed
  - At the direction of the Chief Clinical Officer and/or Director, collects data on access to services, treatment outcomes and client experience
- In conjunction with Advantage’s Human Resources Department, interviews, hires, directs, trains, evaluates the performance of, and when necessary, disciplines and discharges employees
  - Defines job expectations for each position/each employee and communicates those expectations clearly
  - Meets regularly with direct reports and documents meetings on Professional Development Logs or Team Meeting Minutes document
  - Evaluates direct reports at least annually
  - Follows Advantage’s policies and procedures regarding disciplinary actions
  - Identifies training needs and coordinates trainings/education for subordinate staff

- Manages or delegates management of payroll, bi-weekly, for all direct reports and for the prescribers assigned to the clinic
- In collaboration with the Director, monitors the clinic financial performance relevant to budget expectations and makes recommendations as needed
- Develops and maintains collaborative working relationships with referral sources and partners within and outside the agency
- Monitors and evaluates the effectiveness of services provided in the clinic
  - Ensures referrals are reviewed and a disposition is made according to established timeframes
  - Monitors chart audit scores for subordinate staff and establishes procedures to ensure an average score of 90+
  - Attends conferences and training to facilitate best practices in programs and enhance relationships with community partners, as assigned
  - Ensures that best clinical practices are being utilized in all outpatient programs
  - Reviews curriculum/psychoeducation and facilitates implementation of evidence based practices
- Promotes a supportive team environment that represents the mission, vision and values of Advantage and creates a collaborative team approach to problem solving and planning
- Attends agency and external meeting and trainings, as assigned

**Minimum Qualifications:**

Full licensure as an LPC, LCSW, LMFT or Psychologist, with a minimum of three years of experience working in outpatient services. At least one year of experience in a leadership or management role.

**To APPLY**

Applications must be received by the deadline date to be considered. Apply for the available position by submitting your resume to [recruiter@advantagebhs.org](mailto:recruiter@advantagebhs.org). Once your resume is considered, you will be asked to complete the State Application.

**(Internal) This announcement is ONLY open to employees of Advantage Behavioral Health Systems**

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