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| Job Title: Clinical Team Lead | | Unit: Barrow Outpatient Mental Health | |
| Status: Full time | | Location of Position: Winder | |
| Posting Date September 9, 2019 | Application Deadline Date: Until Filled | Job Code: HCP052 | |

Team Lead

Job summary: Under the direct supervision of the Director of Outpatient Clinics, assists with implementation, supervision and monitoring of the delivery of client services in the agency’s Barrow County Outpatient Clinic.

Duties and Responsibilities:

- Assists Clinical Manager/Director of Outpatient Clinics (DOPC) with the day-to-day clinical operations of the Barrow County Outpatient Clinic
 - Provides assistance in addressing issues related to access, triage, scheduling, referral, disciplinary actions and/or staff coverage for all direct service staff
 - Provides clinical consultation, assistance with problem solving and provides assistance with resource navigation
 - Assists with clinical and administrative oversight of the direct service staff at the clinic by completing monthly Professional Development Logs.
- Assists Clinic Manager/DOPC to ensure that clinical services at the Barrow County Clinic 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.
 - Collaborates with Clinic Manager/DOPC 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 and group counseling. Will also conduct assessments. This position assumes a productivity requirement of 35 hours per month.
- In collaboration with the Clinical Manager/DOPC, provides administrative oversight of the counseling and case management program for the clinic.
 - Monitors all referrals, planning list and caseloads to ensure adequate balance between access and caseloads
- Approves client vouchers and payee information through RPM
- 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 these 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 payroll, bi-weekly, for all direct reports

- Develops and maintains collaborative working relationships with referral sources and partners within and outside the agency
- Attends agency and external meetings and trainings, as assigned
- 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
- Other duties as assigned

Minimum Qualifications:

Full licensure as an LPC, LCSW, LMFT or Psychologist with a minimum of two years of experience working in outpatient services

To APPLY

Applications must be received by the deadline date to be considered. Submit a resume to jcox@advantagebhs.org.

Advantage Behavioral Health Systems
Human Resource Recruiter
250 North Avenue, Athens, Georgia 30601

Applicants are subject to criminal records, drug screening, employment, and/or background checks.

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

Advantage Behavioral Health Systems is an Equal Opportunity Employer