



## Job Description

### Mental Health Program Manager

#### Summary:

Liberty House seeks a talented, experienced and energetic professional to serve as Mental Health Program Manager

**Classification:** Exempt. Salaried. Full time.

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#### The Organization:

Liberty House is a private, nonprofit child abuse assessment center serving Marion and Polk Counties. Liberty House works closely with the District Attorneys' offices in both counties by coordinating multidisciplinary evaluation and intervention services for children referred for concerns of abuse and neglect (Oregon Revised Statutes 418.747). Liberty House opened its doors to children and families in 1999. With a budget of over \$2 million, we serve more than 600 children and family members each year, providing medical evaluations, child forensic interviews, family support, case consultations and referral services. Other programs include courtesy case review, community education, and professional training.

Liberty House works in close collaboration with local law enforcement agencies, Child Welfare, the District Attorney's offices in Marion and Polk Counties, and the medical and mental health communities.

#### Position Summary:

The Mental Health Manager is responsible for developing, overseeing and ensuring the success of crisis stabilization and early initial intervention trauma-informed mental health services for children evaluated at Liberty House and their families. This is a management role and this professional serves on the Executive Team. This Manager oversees and directs the implementation of the Liberty House mental health program. This job requires productivity and the successful applicant will need to be proficient in time and project management. The Mental Health Manager supervises mental health therapists. The Mental Health Manager is supervised by the CEO.

#### Basic Functions and Responsibilities of the Position:

##### ***Direct planning and implementation of mental health services program. (initially 75%, transition to 30%)***

- Define (with system partners) parameters of crisis, early intervention and transitional care services.
- Work with Liberty House Chief Executive Officer to obtain contract with Coordinated Care Organization as a mental health provider through the Mid-Valley Behavioral Care Network (MVBCN).
- *Develop partnerships with local children's mental health providers to provide co-therapy to support/education groups at Liberty House to assist children and parents in moving forward in the aftermath of abuse. Define roles and responsibilities for Liberty House staff vs. community providers.*

- Identify/develop curriculum and materials for groups in collaboration with community partners. Focus is to be on immediate needs and crisis stabilization, early therapeutic goals and preparation for engaging in further therapy as appropriate.
- Develop and implement processes to assure child-specific coordination with external mental health providers, including referral information, shared care planning, and transition between agencies.
- Work with Liberty House administrative team to implement documentation and billing processes to ensure sustained access to Medicaid funds.
- Provide data reports to monitor services and contract compliance in collaboration with other Liberty House staff.
- Understand and execute responsibilities of Liberty House as a member of the MVBCN and the local System of Care. This includes participation in community meetings and coordination with law enforcement, mental health, and other child serving systems.

#### ***Clinical Supervision (initially 5%, transition to 40%)***

- Recruit and select mental health therapists or other program personnel as program grows.
- Manage caseloads and assignments.
- Provide clinical supervision for Liberty House mental health staff to ensure that treatment is trauma informed, that therapists are supported to minimize vicarious traumatization, and that documentation and other administrative requirements of funding sources, including Medicaid, are met.
- Recruit and supervise practicum students and licensee interns and document as required.
- Organize and lead supervisory process for clinicians from external agencies co-leading groups.

#### ***Clinical Services (initially 15%, transition to 25%)***

- Provide triage, assessment, individual, family, group and crisis services for children birth to age 21 and their families.

#### ***Other Duties (5%)***

- Perform other duties as assigned.

#### **Basic Functions and Responsibilities as a Liberty House Team Member:**

- Maintain confidentiality.
- Attend Liberty House staff meetings.
- Communicate professionally, respectfully, and supportively with internal team members, external partners, and board members.
- Promote a positive working environment by adhering to the Liberty House Code of Conduct.
- Conduct the business of Liberty House so as to maintain and increase its goodwill and reputation in the community, consistent with professional and ethical standards of behavior.

#### **Qualifications:**

##### **Required Education and Experience:**

- Master's degree plus licensure as a mental health clinician (Ph.D, MSW, LCSW, LPC, LMFTT)
- Three years of clinical practice with children and families, including abuse survivors
- Two years of supervisory experience

##### **Other Qualifications:**

- Excellent verbal and written communication skills; able to read and write English.
- Knowledge about the issues of child abuse, child sexual abuse, and trauma-informed practice.
- Evidence of skills in building partnerships and inter-agency or interdisciplinary team collaboration

- Excellent time management and project management capabilities.

**Hours, Compensation and Benefits:**

- Full-time, 40 hours per week.
- Salary depending upon experience.
- Benefit package: health insurance, fully-paid for employee; flexible spending plans; retirement match; paid holidays, vacation and sick leave; employee assistance plan; athletic club membership subsidy.

**To Apply:**

This position will remain open until it is filled.

Interested applicants should request a Liberty House Job Application Form from Sally Wood, Chief Operating Officer, at (503) 540-0288 ext. 118 or email at [swood@libertyhousecenter.org](mailto:swood@libertyhousecenter.org).

Applicants should submit the completed form along with a cover letter and resume including salary history.

**Send all materials to:**

**Sally Wood**  
**Chief Operating Officer**  
**Liberty House**  
**2685 4<sup>th</sup> St. NE**  
**Salem, OR 97301**  
**FAX: 503-540-0293**  
**Email: [swood@libertyhousecenter.org](mailto:swood@libertyhousecenter.org)**

Emailed submissions are preferred. Up to two letters of reference may also be submitted but are not required. A criminal background check is required for employment at Liberty House and will be completed for finalists. Medicaid exclusion databases will also be checked for finalists.

The start date for the position will be determined by the Chief Executive Officer in consultation with the successful candidate.

Liberty House is an Equal Opportunity Employer.

If you have questions please call Sally Wood at (503) 540-0288 ext. 118 or email at [swood@libertyhousecenter.org](mailto:swood@libertyhousecenter.org).