

Treatment Program Manager

Job Responsibilities

The Treatment Program Manager for Metro Care Human Services will be responsible for the following duties, but not limited to:

- Reports to the Clinical Director.
- With oversight, acts as a leader in clinical content and program development, with responsibility to define, measure, and report on progress to expected outcomes.
- Creates, develops, and supports structured training for staff. As needed, provides frontline teams with coaching and mentoring for continuous improvement, and disciplining staff as necessary.
- Support clinical and staff with program admission, treatment, and discharge.
- Will support recipients to work toward their treatment plan by
 - Regular one on one interventions
 - Group interventions
 - Responding to needs arise, 24/7
- Behavior modification: assist in interaction through positive reinforcement, engagement, and the use of alternative communication strategies
- Be trained on IDDT, E-IMR and other interventions that support recipient's work toward recovery
- Facilitates implementation of new policies and procedures.
- Will document their interventions in our electronic health record
- Report to management any concerns/solution to help solve the problem
- Provide guidance and supervision to MHP/ MHRW staff, including scheduling, training, and oversight of the care being provided, monitor work, gather resources, and implement new procedures
- Ensure compliance with state rules and regulations, company policies and procedures
- Medication administration and procedures, as delegated and directed by the company RN/DHS
- Exchange necessary information about recipients with staff on the next shift
- Transporting clients to appointments as needed
- Performs routine chart and site audits to validate quality and compliant work in all program areas. Examples include but are not limited to checking documentation for accuracy and reviewing the MAR.
- Ability to be on-call for site emergencies (including nights, weekends, and holidays)
- Participates in weekly team meetings



Metro Care Human Services

- Respond to emails within 48 hours or sooner
- Maintain routine, timely and accurate communication, verbally and in writing to ensure all stakeholders are aware of key updates and changes.
- Confidentiality is of utmost importance
- Weekly meeting with Clinical Director
- Consult with Clinical Director prior to making any changes
- Other duties as assigned

Requirements:

1. Bachelor's degree in Social Work, Psychology or Behavior Health, plus minimum of four years of experience in behavioral health related field work, OR
2. Master's degree in Social Work, Psychology, Behavioral Health, or on track to be licensed, plus minimum of 1 year of behavior health field work experience preferred
 - a. If on track to be licensed, the Company may be eligible to provide supervision hours.

Pay Range: \$64k-\$70k based on education and experience.