



Outpatient Program Manager

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JOB SUMMARY: Responsible for overall operation of an outpatient treatment program for adults and adolescents with substance use disorders and other behavioral health needs. Provide oversight and leadership to ensure all aspects of the program meet the highest standards for ethics, compliance, and quality of care.

SUPERVISED BY: Executive Director

STATUS: This position is exempt, full time

ESSENTIAL FUNCTIONS:

- Oversee program operations including service delivery and scheduling.
- Lead a team of individuals with diverse strengths, backgrounds, and cultures.
- Provide supervision to LPC, QMHP, CADC, CADC-R, Peer Support Specialist, and office staff.
- Provide direction and guidance to ensure individualized, evidence and research-based service delivery.
- Maintain a safe and healthy, healing environment for staff and clients.
- Demonstrate and ensure a high level of professionalism in boundaries and documentation.
- Demonstrate a high level of competence and problem-solving skills in risk management, therapeutic interventions, and person-centered treatment planning.
- Participate in and facilitate interdisciplinary clinical staffing.
- Facilitate clinical trainings.
- Work with other agency departments including Finance/Billing, QA, and Administration.
- Fulfill all internal and external reporting requirements and other administrative tasks.
- Communicate professionally and effectively both verbally and in writing with internal and external partners.
- Support individuals through the continuum of care with care coordination and case management.
- Establish collaborative relationships with community partners, including Criminal Justice and Child Welfare.
- Provide excellent customer service to clients and prospective clients, families, community partners and contractors.

- Ensure compliance with Oregon Administrative Rules, CARF, agency policies and procedures, and professional best practice standards of care.

JOB REQUIREMENTS

Experience and Skills Requirements:

- Philosophical alignment with the agency’s values of person-centered, individualized treatment and care
- Experience in behavioral health services with increasing responsibilities
- Supervisory experience
- Excellent organizational skills
- Adept written and interpersonal communication skills
- Ability to work independently
- Excellent collaboration, teamwork, and problem-solving skills

Education/Licensure/Certification requirement:

- CADAC credential required
- QMHP credential required
- LPC licensure, or obtainable within 2 years of hire

Work environment: This job is primarily sedentary work and located in a standard office environment. Visual acuity is required for review of client charts, spreadsheets, and viewing of computer monitor. Frequent local/area travel to job and group sites is necessary.

References: 3 professional references required to verify experience

Not Comprehensive List: *This is not intended to be a comprehensive list of all duties and responsibilities and is representative of the scope of the work. The duties and responsibilities listed in this job description may be subject to change at any time due to reasonable accommodation or other reasons.*

Upon receipt of this form, you are in agreement with all responsibilities listed above and acknowledge receipt of the job description and acknowledge that you can perform all the essential functions of the position, with or without reasonable accommodation.

Print name: _____ Signature: _____

Date: _____