



## Outpatient Program Manager

---

OnTrack is an equal opportunity employer. OnTrack does not discriminate against applicants or employees based on race, color, gender, religion, age, national origin, physical or mental disability, sexual orientation, gender identity, family relationship, marital status, veteran status, military service, employment status, or any other classification protected by local, state, or federal law. Any person who needs accommodation to participate in the application process should communicate with Human Resources. Any employee who needs accommodation to perform the essential functions of their job should communicate with their supervisor. OnTrack will work with an applicant or employee to evaluate whether there is a reasonable accommodation that does not pose an undue hardship on the operations of their department.

**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 quality of care, ethics and compliance.

**SUPERVISED BY:** Clinical 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.
- Support individuals through the continuum of care with care coordination and case management.
- Demonstrate a high level of competence and problem-solving skills in risk management, therapeutic interventions, and person-centered treatment planning.
- Maintain a safe and healthy, healing environment for staff and clients.
- Demonstrate and ensure a high level of professionalism in boundaries
- Participate in and facilitate interdisciplinary clinical staffing.
- Facilitate clinical trainings as requested
- Work with other agency departments including Billing, QA, and Administration.
- Fulfil all internal and external reporting requirements and other administrative tasks.
- Communicate professionally and effectively both verbally and in writing with internal and external partners.
- 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, including documentation standards 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 critical thinking skills

### Education/Licensure/Certification requirement:

- CADC 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: \_\_\_\_\_