



JOB DESCRIPTION

Job Title: Practice Manager

Closing Date: August 5, 2020 or until filled

Apply: jobs@schc.net, please state which job you are applying for

Contact: Kelsie Bolaño 385-955-6539

Location: Salt Lake City, UT

General Summary of Duties: Licensed mental health provider overseeing a substance abuse outpatient clinic. The Practice Manager works closely with the staff to provide therapy services for patients in need of care.

Supervisor: Director of Recovery Programming

Supervisory Responsibilities: Counselors (case managers)

Major Responsibilities/Tasks:

1. Conduct mental health and care plan assessments
2. Provide Individual, Group and Family therapy sessions as clinically indicated.
3. Coordinate with care providers regarding medication and other physical health needs.
4. Provide behavioral health interventions related to a variety of needs such as smoking cessation, medication compliance, hoarding disorders.
5. Provide therapeutic and other interventions to address identified needs.
6. Create case conceptualization based on appropriate diagnosis and best treatment standards.
7. Complete Treatment Plans and Treatment reviews at agreed intervals in compliance with Agency standards.
8. Complete notes and reports in a timely manner (within 48 hours of visit for notes).
9. Prepare and present outreach presentations as required.
10. Participate in the development of mental health programs to further the health of the community we serve as assigned.
11. Participate in community outreach projects conducted by the clinic when assigned or available.
12. Participate in weekly supervision meeting and other staff meetings as scheduled.
13. Responsible to maintain licensure.
14. Other responsibilities as assigned.

EDUCATION: MSW, LCSW

EXPERIENCE: 4+ years clinical experience (substance abuse experience) preferred, 2+ years management year experience.

REQUIREMENTS:

1. Experience in working with vulnerable populations
2. Excellent organizational and documentation skills, as well as the ability to manage multiple cases
3. Ability to work Mon-Fri 8-7pm some activities on Saturday
4. Ability to ensure compliance with regulatory bodies and in-house clinical guidelines
5. Ability to adhere to timely record documentation schedule
6. Current Utah license in good standing.
7. Ability to maintain proper documentation.
8. Ability to work full-time.
9. Proficiency in electronic record keeping and utility of electronic resources.
10. CPR certified or willing to attend training

ENVIRONMENTAL/WORKING CONDITIONS: Mental health providers should be available to work typical business hours while working with a variety of patients, ranging in age and diverse economic background.