

EMCMHC

Job Description

CLASS TITLE: Office Manager **FLSA:** Exempt

DEPARTMENT: Clinical Services

ACCOUNTABLE TO: CIO

PRIMARY OBJECTIVE OF POSITION: Under general direction manages a Regional Clinical Office. Is responsible for the management of Case Managers, Day Treatment Staff, Group Home Staff, Group Home Director, Secretaries, and ancillary services in providing for mental health/substance abuse counseling and therapy to individuals of all ages. Performs those office support services needed to serve the clientele in the Region. Work requires individual judgement within established policies, rules, and the client's individual treatment plan.

ESSENTIAL JOB FUNCTIONS:

- Physical requirements may require lifting up to 35#'s (greater with assistance), bending, stooping, and prolonged sitting;
- Must have ability to communicate orally and in writing;
- Must possess people skills and the ability to work with those suffering severe mental illness;
- Must be trained in HIPAA compliance and ensure that staff as appropriate is trained in HIPAA, Crisis Response, and MANDT within three (3) months of their employment, and remain certified throughout their employment;
- Must complete Credible EHR functionality and overview training within the first month of employment and maintain Certification throughout employment; and
- Some traveling required where exposure to inclement weather of heat, cold, rain, and snow may occur.
- Must possess a valid Montana Operator's License (If your own personal vehicle is used to transport any client, your vehicle must have insurance that will cover passengers).

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Supervise, coordinate and perform office functions in conjunction with Lead Clinical Supervisor under the direction of CIO;
- Assist with supervising program staff and coordination/monitoring of program services;
- Responsible for the coordination and integration of Mental Health and Chemical Dependency Services;
- Responsible for the execution and follow-up of purchase orders, to include the ordering of books and professional supplies while adhering to budget guidelines;
- Completes yearly employee evaluations, maintains staff at offices within the Region.

CLASS TITLE: Office Manager (continued)

- Prepare, submit, receive and verify reports;
- Accounts receivable and collections;
- Oversee client intake, coordination and scheduling;
- Oversee petty cash, resident funds and cash receipts;
- Shall attend weekly staff meetings, prepare agenda, and document minutes; and
- Performs those additional duties and responsibilities that may be assigned.

SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS: Supervises Case Managers, Day Treatment Staff, Group Home Staff, Group Home Director, Secretaries, and ancillary services in the Region.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Bachelor’s Degree in Mental Health or related field; PLUS
- Five (5) years demonstrated work experience in the Mental Health field or related field preferred.

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

- Be available to staff as needed;
- Supervise support and clinical staff and be aware of problem areas in work flow and to make sure all work is current, etc.;
- Assist in matters of employee recruiting as required; and
- Meets productivity standards to the best of ability, documents client contacts, care coordination, crisis/consult contacts, and community contacts, while maintaining a professional and ethical level of conduct according to standards of practice, EMCMHC policies, and state and federal policies.

Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.

5/24/21