

**KENNETH YOUNG CENTER (KYC)
HUMAN RESOURCES**

POSITION DESCRIPTION & POSTING

**MANAGER OF BEHAVIORAL HEALTH
CHILD AND ADOLESCENT SERVICES**

Job Scope: Provide clinical and administrative leadership and oversight to a team of clinicians providing a full range of individual and family behavioral health services to children, teens and transitioning youth (ages 18-24) in the Schaumburg office. Oversee the Behavioral Support Program and provide administrative and clinical supervision to the Supervisor of Behavioral Support Services. Provide day-to-day operational oversight at the Schaumburg office and direct supervision of support staff. Provide direct clinical service to a small caseload and model effective service delivery to supervisees. Represent the Schaumburg C/A Outpatient Team at a Division level and within the Agency.

Essential Functions: The work environment characteristics, responsibilities, and competencies described here are representative of those an employee encounters and is required to perform while meeting the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I. Program Responsibilities

A. Administrative Program Responsibilities

1. Coordinate day-to-day clinical and administrative operations and activities of full and part-time C/A therapists and case managers in the Schaumburg office.
2. Oversee the Behavioral Support Services Program and provide administrative and clinical supervision to the Supervisor of the Behavioral Support Team.
3. Provide clinical and administrative supervision of employees including clinical direction and assistance with treatment planning and service delivery
4. Ensure that all clinical activities performed by the team are compliant with standards, policies and procedures of the organization and producing according to the position requirements
5. Act as a liaison between Child and Adolescent Teams, medical staff and other agency teams to ensure service coordination and continuity of care
6. Provide ongoing performance evaluation for supervisees building on strengths and identifying ongoing growth/training needs
7. Participate in coordination, planning and development meetings between child and adolescent services teams
8. Develop and implement plan for the team to strengthen relationships with and provide outreach services to local school districts and other community providers and represent KYC at community events.
9. Provide site management to the Schaumburg office, communicate regularly with other KYC leaders and with building management to identify and respond to EOC, safety and office operations.
10. Provide leadership for the EOC Committee for the Schaumburg site
11. Collaborate with Division Director in identifying unit performance measures and annual budget.

12. Effectively implement and monitor program performance including individual and unit productivity expectations.
13. Participate with Division Director in exploring opportunity expansion or enrichment within the unit or Child & Adolescent Division.
14. Monitor unit staffing needs, develop job descriptions, interview, hire, and orient new staff
15. Receive administrative input from director and provide feedback regarding administrative issues.
16. Participate in program planning, service coordination, practice development, as a member of Clinical Services Committee.
17. Interpret and communicate at a service delivery level KYC policy and procedures
18. Additional duties as assigned.

B. Individual Performance Responsibilities

1. Provide a full range of clinical care to a partial caseload of clients. Care will include responsibility for assessment, treatment planning, case management and various therapy modalities i.e. individual, group, family and parent therapy
2. Accurately complete clinical documentation and service reporting in a timely manner
3. Participate in clinical supervision, and seek individual consultation with supervisor
4. Monitoring team staffing needs and hiring, training and orientation of new staff
5. Participate in program planning, service coordination, practice development and quality assurance as a member of Clinical Services Committee

II. General Competencies

- A. Promote positive image of KYC with all contacts (customers)
- B. Exhibit high quality work
- C. Be a productive member of the staff
- D. Demonstrate cooperation
- E. Take the initiative to act on own
- F. Use excellent judgment
- G. Communicate clearly
- H. Make use of supervision
- I. Contribute to development of a culture of care

III. Core Competencies

- A. Complete comprehensive behavioral health evaluation and assessments
- B. Provide treatment/care planning and treatment services
- C. Provide clinical and quality assurance supervision of staff and interns
- D. Effectively select, retain, supervise clinical and support staff
- E. Provide coverage of critical functions in absence of the C&A manager

IV. Special Competencies

- A. Demonstrate knowledge of documentation standards and capacity to meet documentation expectations
- B. Demonstrate knowledge of assessment and treatment planning for child/adolescent and transitioning youth diagnoses
- C. Demonstrate knowledge of early childhood interventions (e.g. play therapy, parent/child interaction therapy)
- D. Demonstrate knowledge of parent training models and parent education techniques
- E. Demonstrate knowledge of assessment and treatment planning for adolescent and Transitioning Youth diagnoses

- F. Demonstrate knowledge of skills required for transitioning from adolescence to adulthood and the supports required to teach and support the use of those skills

V. Work Environment

- A. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- B. While conducting external KYC business or traveling between sites, the employee may be exposed to fumes or airborne particles as well as changing weather and road conditions.

VI. Physical Demands

- A. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.
- B. While performing the duties of this job, the employee is regularly required to talk or hear, use eyes to see and scan the environment
- C. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms; bend or stoop as necessary.
- D. Employee is occasionally required to carry, move, or transport health records or other objects weighing as much as 25lbs while conducting group and individual therapy sessions.

VII. Travel

- A. While performing the duties of this position, the employee will occasionally travel by automobile and is exposed to changing weather and road conditions.
- B. The employee is required to travel by automobile to and from Schaumburg and Elk Grove Township office locations several times weekly as well as occasional meetings/trainings in and around KYC's catchment area.

VIII. Education and Experience

- A. Masters degree from an accredited college or university of social work, psychology, or a related discipline
- B. Licensed to practice independently in the State of Illinois
- C. Must have five years of outpatient clinical experience in child, adolescent/young adult treatment with particular emphasis on evidence based treatment modalities for adolescents/young adults
- D. Knowledge of adolescent development and psychopathology, treatment planning and individual, family, and group treatment modalities
- E. Must have three years of demonstrated ability to provide clinical and administrative supervision

IX. Chain of Authority

- A. Reports to Director of Behavioral Health Child and Adolescent Division

X. Schedule/Time Keeping/Time-Off

- A. Full Time – Exempt, 37.5 hour work week
- B. Time Keeping/Time-Off:
 - 1. Employee responsibility - accurately record beginning and end time of each work day, as well as beginning and end time of daily meal breaks. Hours worked should be recorded on a daily basis.

2. Supervisory responsibility - daily monitor employee hours, pre-approve hours over 37.5 hours, overtime over 40 hours, and time off requests. Responsible for assuring reporting employees are adhering to time keeping/time-off policy and practice

Kenneth Young Center offers a robust benefit package that is highly competitive to the market. KYC offers all full-time employees the following:

- 403(b) plan with organizational matching*
- Health (BlueCross & BlueShield of Illinois), Dental (BCBS), and Vision Insurance (VSP)
- Flexible Spending Account (with up to \$500 annual rollover allowed)
- Long Term and Short Term Disability (Dearborn National)
- Life Insurance and option for additional voluntary coverage for self, spouse, or dependents

To further promote an active and healthy work/life balance, KYC also offers a generous amount of paid time off and staff holidays.

- 8 Paid Organization-Wide Holidays
- 3 Personal Holidays
- 4 weeks of Paid Time Off (With increases based on seniority)

For consideration, please submit your resume and cover letter as attachments to careers@kennethyoung.org.

Kenneth Young Center is an Equal Opportunity Employer