



Job Opening

Position Title:	Mental Health Program Manager
Organization:	Wellness In Action
Location:	Big Sky, Montana
Job Type:	Full-Time with health insurance stipend of \$750 per month
Compensation:	\$55,000 - \$62,000 depending on experience
Closing Date:	Open until filled

Please send resume and cover letter to MaryBeth Morand, Executive Director, marybeth@wiabigsky.org

Job Summary

Wellness In Action (WIA) provides the Big Sky community with a range of easily accessible, affordable and targeted behavioral health interventions. WIA seeks a Mental Health Program Manager who will work with Big Sky's workforce and residents to access the appropriate psychosocial supports for families and individuals who are interested in these services.

The Mental Health Program Manager (Program Manager) will guide all of WIA's prevention and community care programs. The Program Manager will oversee WIA's Community Outreach Program and will supervise two full-time Outreach Workers who will provide psychosocial support to Big Sky residents and workers. The Program Manager will collaborate with WIA's counseling team as well as Big Sky's Behavioral Health Coalition to bridge communications amongst community health workers, medical professionals, volunteer networks, and other social service agencies. S/he will keep clients engaged in their care by facilitating access to sliding scale services, scholarship opportunities, and insurance billing or reimbursements. The Program Manager will actively coordinate and facilitate access to other social services in Gallatin and Madison counties while maintaining client confidentiality and quality care.

The Program Manager will work with WIA's management and administration team to create a database to track service provision, sliding scale fees, and well-being scholarship usage, and HIPAA compliant demographic information. The Program Manager's data management activities are integral to WIA's ability to evaluate its programming and describe impact.

Job Description

Coordination

- Works closely with medical and social service providers in Gallatin and Madison counties to orient Big Sky residents and workforce toward their services in coordination with WIA Counselors and the WIA Community Outreach team
- Tracks and notes any barriers to care and suggests solutions to keep people connected to care resources
- Creates and develops relationships with community providers, volunteer networks and social service agencies to promote availability of affordable behavioral health resources
- Attends and participates in a variety of inter and intra-Agency meetings, conferences/workshops, and other professional exchanges to represent WIA
- Develops contacts with outside organizations and companies to provide necessary mental health and/or substance abuse services for WIA clients

Management

- Supervises Community Outreach Team
- Conducts staff meetings, workshops and conferences to promote, communicate and initiate established policies and procedures and to monitor program activities and their effectiveness
- Advises staff in program and administrative matters
- Interviews, selects, hires and evaluates front-line program and support staff
- Plans and oversees the proper orientation, training, development and supervision of all assigned program staff
- Monitors and evaluates program quality and effectiveness in terms of client services

Administrative

- Provides administrative guidance to Community Outreach Workers
- Maintains up-to-date information in a HIPAA compliant database for billing clients, paying providers, acquiring demographic information, and, measuring program impacts
- Acquires and analyzes data informing WIA's programming decisions
- Provides grant-tracking support, i.e. expenditure rates, clients served and other requirements of the grant
- Assists in the preparation of proposals for various grant and funding sources in support and enhancement of assigned program areas
- Responsible for the allocation and scheduling of WIA's counseling spaces
- Contributes to HIPAA compliance and quality assurance activities
- Attends and actively participates in staff and departmental meetings

Qualifications

Candidate Profile: The ideal candidate is wellness and recovery focused, person-centered, and deeply respectful of each individual's values. S/he has strong interpersonal, relationship-building and collaboration skills and has some experience or exposure to community health models. S/he has excellent oral and written communication skills and is socially inclusive. S/he is dedicated to building therapeutic relationships with individuals and the community at large to be able to address the holistic needs of anyone seeking help. S/he possesses the skills to acquire and wrangle data to provide evidence-based programming.

Requirements

Education & Experience

- Bachelors degree in social work, counseling, psychology, or a related field; Masters level preferred
- 1-3 years' experience in behavioral health programs, preference for experience in a multidisciplinary mental health and/or substance abuse program, which includes experience in care coordination
- Proficient in use of databases to track clients and and in the use of Microsoft office applications

Knowledge Of:

- The principles and practices of social work, counseling, and/or substance abuse treatment
- Social aspects, attitudes, characteristics and behaviors of mental illness and emotional disturbances and/or substance abuse
- The principles and practices of planning, organizing and supervising community mental health and/or substance abuse programs
- Current developments in the field of community mental health and/or substance abuse.
- Laws and regulations as they relate to clients' legal rights
- Program budgeting and financial management
- Program development and evaluation techniques
- Current trends in Federal and State mental health and substance abuse programs.

Conditions of Employment

- Possess a valid drivers license (USA)
- Pass a pre-employment background check
- Required to pass a Supervisor Class for Community Health Workers provided by MSU within 6 months of hire

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