



EL CENTRO DE AMISTAD (ECDA)

Job Description

Division/Department	DMH	
Location	San Fernando, CA	
Job Title:	Clinical Training Program Manager	Reports to: DMH Program Director
Level/Grade	Type of position:	Hours <u>40+</u> / week
	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Contractor <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt

GENERAL DESCRIPTION

The Clinical Training Program Manager (CTPM) provides clinical and administrative oversight and supervision (e.g., individual, dyadic, or group) to designated Volunteers (e.g., Interns/Trainees), the Agency's Field Instructor and assigned Staff and ensures they are trained and mentored accordingly. The CTPM follows the Los Angeles County Department of Mental Health (LACDMH) and El Centro de Amistad's (ECDA's) guidelines and the California Board of Behavioral Sciences (BBS) Professional Code of Law & Ethics. The CTPM acts as ECDA's liaison to graduate and educational institutions, conducts employee and volunteer/student reviews, coordinates scheduling, ensures caseloads are maintained, reviews notes and records, manages emails and the agency's Electronic Record System (EHR). The CTPM ensures a minimum of 4 clinical trainings are implemented and organized, presents, updates and develops training material and always represents the Agency in a professional manner. The CTPM attends outreach events, collaborates with community partners, creates and updates plans and spreadsheets pertinent to the position, conducts presentations and meets regularly with other departments to ensure effective and ongoing communication. The CTPM works a Hybrid Scheduled. Scheduled in-person office coverage and back-up support required. Other duties may be assigned.

WORK EXPERIENCE & JOB REQUIREMENTS

- Provides clinical and administrative supervision, training and oversight to assigned staff and volunteers.
- Possesses strong clinical, administrative, organizational and communication skills.
- Provides BBS required individual, dyadic, or group supervision.
- Manages and mentors up to 8 Volunteers (e.g., MFT or MSW Interns/Trainees) and assigned staff.
- Manages required paperwork, forms and requests from graduate/educational institutions and collaborating partners and staff.
- Works with and meets with graduate/educational institutions regularly to ensure Agency is meeting the requirements and programmatic needs.
- Conducts required staff and volunteer reviews and evaluations.
- Co-facilitates clinical services as needed with Volunteer Interns/Trainees or Staff.
- Ensures the physical safety and well-being of consumers.
- Completes outcome measures, spreadsheets, reports and required documentation/paperwork in an efficient and timely manner.
- Attends and facilitates meetings, conferences and trainings, outreach events and presentations pertinent to job responsibilities.
- Collaborates with Agency staff, other organizations, or contacts and professionals on cases or other pertinent matters.
- Acts in accordance with Agency's mission statement and represent ECDA in a positive manner.
- Adheres to legal, ethical and professional practice standards including consulting with a supervisor before making a child abuse report, communicating with an attorney, or acting in any situation involving clinical, legal or ethical decisions.
- This position is required to learn and comply with Agency, DMH & DCFS policies, procedures and ethical standards, HIPAA laws and guidelines, and the Professional Code of Ethics of the BBSE of the State of California.
- Must be culturally competent and sensitive.
- Coordinates and schedules a minimum of 4 clinical trainings yearly.
- Develops, presents and maintains training material for ECDA.
- Able to work a hybrid schedule and evening hours as required.
- Must be able to handle crisis situations and be available for crisis coverage after hours.
- In accordance with our "team" philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description.

QUALIFICATIONS & EDUCATION

- Licensed Marriage & Family Therapist or Licensed Clinical Social Worker.
- Strong clinical, organizations, communication and administrative skills required.
- Must be HIPAA Certified & TB cleared
- Strong knowledge of child abuse/neglect prevention required.
- Must have reliable automobile, valid California driver's license and automobile insurance.
- Must be cleared by the Department of Justice.

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	<ul style="list-style-type: none"> • At least two years of experience with the community mental health paperwork and standards preferred • Must be computer literate and have excellent verbal and written clinical and communication skills. • All employees/contractors, regardless of position, serve as role models for all clients who are served by our agency. Therefore, each employee/contractor must always be emotionally stable and able to function effectively with all clients who may have mental or behavioral health problems. The staff must be able to demonstrate appropriate daily behavior, expression of emotions, as well as role modeling. Hostility, aggression or unnecessary or inappropriate physical actions as well as inappropriate emotional expression are not acceptable. 	
COMMENTS		
<p>Candidates must be able to work effectively with their team and supervisor, demonstrate adaptability, and have the ability to accomplish program goals and objectives. Candidates should demonstrate empathy, courtesy, interest, and a willingness to adhere to safety rules, as well as computer, email, internet and dress code policies. Must have valid California driver's license and use of personal vehicle that has liability car insurance.</p> <p>Benefits, including health and 401(k), are provided after completion of probationary periods (60 days for health and 90 days for 401(k)).</p> <p>El Centro de Amistad provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, El Centro de Amistad complies with applicable state and local laws governing nondiscrimination in employment at every company location. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation and training.</p>		
Email resumes to DMH Program Director, Angie Sanchez at angie.s@ecda.org		