



CLINICAL MANAGER

The Mental Health & Recovery Board of Portage County is seeking a full-time Clinical Manager to join its organization that plans, funds, and monitors mental health and addiction prevention, treatment, and recovery support services for the residents of Portage County. Master's degree in a behavioral health discipline (social work, counseling, psychology, nursing). Must be clinically licensed with experience in working with behavioral health clients and family members. Previous management experience required. Knowledge of a broad array of behavioral health issues and evidence-based practices. Ability to work independently, good communication skills, and ability to work well with others. Knowledge of public administration, government structure and process. Must have own transportation, driver's license, and insurance. Salary commensurate with experience.

Please complete the County Application Form and send a resume and a cover letter that describes experience you have in the following areas that are a part of the Clinical Manager's responsibilities:

- Oversees all clinical related issues for the Board.
- Oversees private hospitalizations and oversees clinical reviews for extended private hospital stays.
- Acts as liaison for Board to State Hospital System.
- Serves as Client Rights Officer and HIPAA Privacy Officer for the Board.
- Responds to all consumer and family requests for linkages to services.
- Represents the Board on the monthly Portage County Families and Children First Council (FCFC) Interagency Clinical Assessment Team (ICAT), and coordinates data follow-up with Finance staff.
- Acts as Board Crisis Liaison; interfaces with County-wide CIT Officer Coordinator and Data Analyst, attends quarterly crisis roundtable meeting with UH Portage, Coleman Access, and local police departments, and troubleshoots problem crisis cases.
- Monitors involuntary commitments to State Hospital.
- Consults with contract agencies on both individual clinical issues and community-wide systemic clinical issues.
- Coordinates Assisted Outpatient Treatment (AOT) commitments to the Board with Portage County Probate Court.
- Serves on the Quarterly Portage County Child Fatality Review Committee.
- Collaborates with the Associate Director and Crisis Intervention Team (CIT) Advisory Team and conducts clinical portions of CIT trainings.
- Coordinates Suicide Prevention Coalition and attends and presents updates at Portage Substance Abuse Community Coalition.
- Prepares correspondence, reports, and policies and procedure recommendations related to clinical issues.
- Represents the Board at various state-wide and regional meetings related to clinical work including meetings with State agencies and the Board Association.
- Conducts review of agency clinical records when necessary.
- Attends organization events for the Board and makes community presentations.

How to Apply:

The county application form is *required* when applying.
Please complete the County application on the Portage County HR website link below.

**Resume and cover letter can be faxed, emailed, mailed, or submitted in person
from 8:30 am to 4:30 pm Monday-Friday.
Search will remain open until the position is filled.**

**PORTAGE COUNTY HUMAN RESOURCES
449 S. MERIDIAN STREET, 3rd FLOOR
RAVENNA, OHIO 44266
EMAIL: HRD@PORTAGECO.COM
FAX: 330-298-4225**

www.co.portage.oh.us/human-resources/pages/job-opportunities

PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)