



PORTAGE COUNTY

POSITION AVAILABLE

OPEN TO EMPLOYEES AND THE GENERAL PUBLIC

JOB TITLE:	Clinical Services Manager - Group Home
POSTING DATE:	Friday, August 9, 2019
DEADLINE TO APPLY:	Friday, August 23, 2019

DEPARTMENT/DIVISION: Job and Family Services/PCSA
IMMEDIATE SUPERVISOR: JFS Director
APPOINTING AUTHORITY: Portage County Board of Commissioners
WORK HOURS: Three Day Shift and Two Evenings as coordinated by the JFS Director and on call as needed
STARTING SALARY: \$ 25.78/hour

MINIMUM QUALIFICATIONS:

Master’s Degree from an accredited college in Social Work or another appropriate human services field and a minimum of four years’ experience in Residential Service Provision and/or supervision; or any combination of training, education, and experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.

JOB DESCRIPTION:

Responsible for ensuring all children residing in the agency’s group home are connected to and receiving the appropriate clinical services. The Clinical Services Manager will also be available to consult with Children Services Managers on clinical needs and services relevant to any children working with the Children Services Division. The Clinical Services Manager will work in partnership with the Program Manager of the Group Home to provide excellent wrap around services and supports for the children residing in the home. This person will also be responsible for the monitoring of behavioral health related COA and ODMHAS standards, licensing and certification compliance. Oversee clinical services for all children in the agency’s group home. This includes review of all clinical treatment modalities and will have direct involvement on treatment decisions relevant to children with mental health diagnosis, attending therapeutic services and/or taking medication. Will be responsible for coordinating and transporting youth to all medical and therapeutic appointments. Will collaborate with the child’s Care Coordinator through the assigned Managed Care Plan. Will collaborate with community mental health service providers. Support the goals of each child as established in the Child Service Plan. Participate in all schedule Family Team Meetings and meetings with the youth’s assigned social worker. May monitor court-ordered supervised visits between child and family members. Ensure the documentation and recording of daily behavior and activities of residents, including sleep logs, critical incident reports, police reports, medical files, visitation sheets, and other required reports, logs or communications.

HOW TO APPLY:

- THE COUNTY APPLICATION FORM IS REQUIRED WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS **MUST BE RECEIVED BY 4:30 P.M. ON THE CLOSING DATE** LISTED ABOVE.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: www.co.portage.oh.us OR PICKED UP ON THE 7th FLOOR OF THE ADMINISTRATION BUILDING.
- APPLICATIONS CAN BE FAXED, EMAILED, MAILED OR SUBMITTED IN PERSON FROM 8:00 A.M. TO 4:30 P.M. MONDAY-FRIDAY:

PORTAGE COUNTY HUMAN RESOURCES
 449 S. MERIDIAN STREET, 7th Floor
 RAVENNA, OHIO 44266
 EMAIL: HRD@PORTAGECO.COM / FAX: 330-298-4225

PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)