

OUTPATIENT SERVICES
FIRST EPISODE PSYCHOSIS PROGRAM MANAGER

POSITION DESCRIPTION:

Provide comprehensive and culturally responsive mental health and SUD services for youth experiencing first episode psychosis and their families. Provide consultation, supervision, leadership, training, management, crisis response, and support to clinicians who are part of Ryther's First Episode Psychosis (FEP) program and outpatient team.

RESPONSIBILITIES:

1. Provide individual, group, and family therapy, which address the needs of the client within the context of the individual's home and community.
2. Encourage and utilize individual and family strengths and capabilities.
3. Develop initial psychosocial assessments, diagnosis formulation, crisis plans, and treatment plans.
4. Provide intensive home-based or school based services if indicated and in accordance with designated treatment plan.
5. Provide required case management services and inter-agency collaboration.
6. May provide crisis services to clients and families.
7. Write treatment notes, managed care documentation, reports and summaries as necessary.
8. Maintain case records in accordance with licensing, accreditation and agency requirements.
9. Develop cooperative and collaborative working relationships with off- site agency staff and potential referral sources.
10. Maintain appropriate personal and professional boundaries with clients, families, co-workers and community resources.
11. Maintain all necessary credentials per agency and licensing requirements.
12. Attend staff meetings as required.
14. Maintain a proportionate caseload of approximately 10 therapy clients.
15. Maintain a supervision caseload as assigned. Meet with assigned staff on a regular schedule as determined by Program Director.
16. Write performance appraisals, with input from the Program Director, for assigned staff.
17. Assist Program Director in screening, interviewing and recommending for hire potential employees.
18. Provide supervision and consultation to help ensure high quality OPS services, to determine potential high-risk clients for CQI committee, and to confirm clinicians complete all required paperwork correctly and in a timely fashion.
19. Provide group consultation related to FEP's NAVIGATE model as assigned.
20. Meet with Program Director on a weekly basis to review assigned cases, assigned supervision caseload, and to participate in program development.
21. Provide clinical supervision regarding client cases with focus on use of, and fidelity to, adopted evidence based and promising practices. Maintain documentation of supervision meetings.
22. Demonstrate a high degree of skill in communication and positive interaction with all Ryther employees, prospective employees, external agencies/companies and the community at large
23. Coordinate with Program Director around partnerships and contracts/MOU. Implement contract-mandated elements into programs, treatments, and data recording.
24. Maintain positive relationships with partners and coordinate services with managers and staff from partner sites.
25. Manage data tracking systems and required reporting for contracting agencies and community partners.
26. Provide program oversight for First Episode Psychosis program and staff.
27. Familiarity and comfort with high risk, difficult to reach clients, including those experiencing psychosis, are drug users, are involved in the justice system, and/or are experiencing homelessness.
28. Skillfully and safely de-escalate crises and manage conflicts among clients, families, community partners, and members of the public.
29. Able to provide competent clinical services in a variety of settings and situations with flexibility.
30. Perform related work as assigned.

**OUTPATIENT SERVICES
FIRST EPISODE PSYCHOSIS PROGRAM MANAGER**

ESSENTIAL JOB REQUIREMENTS:

1. Commitment to the Vision and Mission of the agency.
2. Acceptance of a variety of lifestyles, behaviors, cultural and spiritual practices.
3. 21 or more years of age.
4. Master's degree in social work, counseling, or related field.
5. Minimum of two years experience working with children and youth.
6. Knowledge and understanding of family centered practice principles.
7. Knowledge, understanding and acceptance of evidenced based practices.
8. Skills in clinical assessment and treatment that is goal-oriented and solution-focused.
9. Knowledge of community mental health systems, adolescent substance abuse and dependency resources, involuntary commitment, and resources within the Seattle area is highly desirable.
10. Maintain appropriate licensure, such as a Social Worker, Mental Health Counselor, or Marriage and Family Therapist, with the WA DOH.
11. Meet the requirements of a Mental Health Professional as defined by Washington Administrative Code.
12. Valid state driver's license and liability insurance.
13. Knowledge and understanding of case management practices.
14. Ability to cooperate as a member of an inter-disciplinary treatment team
15. Ability to exercise discretion and maintain both client and employee confidentiality.
16. Effective written and verbal communication skills.
17. Skilled at verbal de-escalation.
18. Must provide own transportation.
19. Highly organized and skilled at navigating client records, contract outcomes, and data tracking systems.

SUPERVISOR: Director of Outpatient Services - TCT

If you are a person with a disability in need of reasonable accommodation to perform the essential functions and responsibilities related to your position, please notify your Program Director or the Senior Director of Operations as soon as possible.

I, _____, have read this and understand this is my job description as an employee of Ryther.

Signature

Date

Supervisor Signature

Date