



# Program Manager of MST

**Job Code:** PMST - 124  
**Revision Date:** Dec 21, 2018

**Salary Range:**  
\$30.01 - \$49.10 Hourly  
\$2,400.80 - \$3,928.00 Biweekly  
\$62,429.00 - \$102,128.00 Annually

**FLSA:** Exempt

## Overview

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

## General Description

The purpose of this job is to prepare assessment reports and participate in the development of individualized treatment plans. Provides direct services to consumers and assist therapists in providing direct therapy and education to families (parents and youth) of seriously delinquent youth, to include strategies for enhancing cognition and affective development. This position also ensures EHN meets current grant requirements, gather, analyze and submit grant data and MST data. Completes and manages program budget and billings.

This class works independently, under limited supervision, reporting major activities through periodic meetings.

## Duties and Responsibilities

**The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.**

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Manages program to include daily tasks of working towards and meeting grant requirements. Addressing any barriers. Collecting grant data and reporting it when due.
- Completes and manages program budget.
- Works on program sustainability plan: applying for additional grants, plan and initiate billing, decreasing costs, increasing revenues, making necessary program changes, etc.
- Ensures MST Model and Principles are followed including agency policies and procedures, and legal and ethical mandates.

- Engages stakeholders, makes presentations as needed to inform the community of services provided by EHN.
- Reviews weekly case summaries, provides written feedback to guide implementation of the MST Model and Principles, addressing safety concerns, etc.
- Is required to be on-call 24/7/365 and possibly physically present for crisis emergencies 24/7/265.
- Performs other duties as assigned.

### **Minimum Education and Experience Requirements**

Requires Master's Degree in Behavioral Health, Psychology, Social Work, Counseling or related major with licensure of LPC, LMSW, LMFT, or equivalent; supplemented by two (2) years of experience as a supervisor or director in the mental health, or closely related field; or possession of any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

### **Physical Demands**

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

### **Required Knowledge and Abilities**

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

### **Unavoidable Hazards (Work Environment)**

- Occasionally will work in the homes of clientele; can be exposed to animals, alternative lifestyles, etc.
- Occasionally will work directly with clients, and possibly family members, who are involved in the criminal justice system
- Involves routine and frequent exposure to:
  - Bright/dim light; Dusts and pollen.
  - Extreme heat and/or cold; Wet or humid conditions.
  - Extreme noise levels, Animals/wildlife.
  - Vibration; Fumes and/or noxious odors.
  - Traffic; Moving machinery.

### **Special Certifications and Licenses**

- Requires Texas issued Professional Counselor (LPC) License.
- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen.

### **Americans with Disabilities Act Compliance**

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

### **Other Job Characteristics**

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.
- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

**Note:** This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.