### Job Posting

<table>
<thead>
<tr>
<th>TITLE</th>
<th>14130 Clubhouse Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATEGORIES</td>
<td>FTE</td>
</tr>
<tr>
<td>CLASSIFICATION</td>
<td>Clinical Team Manager</td>
</tr>
<tr>
<td>CLOSING DATE</td>
<td>Until Filled</td>
</tr>
<tr>
<td>PERCENT OF TIME</td>
<td>100%</td>
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<tr>
<td>PERSONNEL CODE</td>
<td>14130</td>
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<tr>
<td>PROGRAM</td>
<td>Yahara House</td>
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<tr>
<td>UNION STATUS</td>
<td>Non-Bargaining</td>
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<tr>
<td>SALARY</td>
<td>$51,941.46 - $59,732.68</td>
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**SUMMARY:**
The Clinical Team Manager of Yahara House (YH) is responsible for promoting the mission and vision of Journey Mental Health Center, Inc., (JMHC) and for providing agency leadership to achieve JMHC’s overall cultural competence and consumer involvement goals. S/he is responsible for organizing, administrating and supervising the day-to-day operations of YH to promote culturally competent clinical services. S/he oversees the program’s personnel, service delivery, program development, quality assurance, contract compliance and budgets. S/he coordinates the program’s efforts with other JMHC and community programs, providing advocacy, training and education, assisting in contract and budget negotiations, and influencing public policy development at an agency and system-wide level. The CTM is responsible to the Director of Community Services, and may assume other duties as assigned.

**QUALIFICATIONS:**

**ESSENTIAL**
- Master’s Degree in related human services field
- Meets relevant state licensing requirements for billable clinical services or AODA certified
- Five years relevant mental health clinical experience that includes supervisory experience (supervisory experience may be either in mental health or AODA services)
- Strong commitment to improving the cultural competence of the program, as demonstrated by: valuing difference/diversity; recognizing limitations in personal competencies and expertise; and having concrete ideas about how to improve cultural awareness, knowledge and skills of self, staff and program
- Strong commitment to respecting consumers and having concrete ideas about how to
improve the meaningful involvement and participation of consumers in the program

- Strong commitment to community-based services for persons with high needs and low resources
- Knowledge about and demonstrated skill in providing staff development and supervision, program planning and quality assurance
- Demonstrated ability to work effectively with large systems (i.e., courts, human service providers, etc.)
- Demonstrated high level of skill in recruiting, retaining and supporting multidisciplinary teams
- Excellent communication skills

PREFERRED

- Demonstrated expertise in providing cross-cultural MH and/or AODA services
- Experience in budget management and contract negotiation
- Experience working in a diverse member-based clubhouse program

RESPONSIBILITIES:

A. Management Of The Program To Provide Culturally Competent Clinical Services (High Responsibility; 45% Of Effort)

1. Recruit, hire, supervise, support, and mentor program staff to maximize individual and team cultural/clinical competence.
2. Promote staff development, provide timely feedback to staff about their performance, and seek feedback from program staff, to maximize individual and team cultural/clinical competence.
3. Coordinate and oversee plan to hire and retain a diversified work force.
4. Make personnel decisions regarding promotion, disciplinary action, termination and leave of absence of program staff.
5. Coordinate and oversee the planning, development and operation of the program's services to maximize cultural/clinical competence, consumer involvement, accessibility and cost effectiveness.
6. Initiate new programs and redesign services, as appropriate, to meet the cultural/clinical needs of consumers and community.
7. Provide consultation and training to other mental health programs and community agencies, and manage situations that require special attention and support such as crises, consumer grievances, etc.
8. Oversee student and volunteer efforts in the program.
9. Provide clinical services, as appropriate.

B. Quality Assurance (High Responsibility; 40% Of Effort)

1. Oversee program compliance with state licensing and billing regulations, especially regarding the required documentation in consumer treatment records.
2. Oversee program compliance with agency strategic plan for cultural competence.
3. Provide interpretation of agency mission, vision, and policies, for program staff and oversee staff compliance with agency and program polices and contract requirements.
4. Prepare and manage program’s operating budget.
5. Oversee required reports, as needed.
6. Facilitate program staff meetings.
7. Participate in weekly Manager meetings, and other supervisory/policy meetings, as appropriate.
C. Community Advocacy And Public Relations (High Responsibility: 10% Of Effort)
1. Represent the agency and program’s culturally/clinically competent service mission to other agencies, funding sources and the general public.
2. Provide leadership about culturally/clinically competent mental health and related services to policy making and training groups, as requested.
3. Coordinate and oversee that the program has culturally competent working relationships with other providers and the greater community, as appropriate.

D. Agency Leadership (High Responsibility: 5% Of Effort)
1. Assume a leadership role within one’s own program and within JMHC that actively promotes the agency’s mission, vision and policies.
2. Assume a leadership role that actively works to reduce collusion and prevent sabotage of the agency’s mission, vision and policies.

The above statements are not to be interpreted as an exhaustive list, but are intended to describe the general nature and level of work being performed by this employee.

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ADDITIONAL INFORMATION

Applications are available:
- at www.journeymhc.org/careers
- or pickup at Journey Mental Health Center, 625 W Washington Ave., Madison, between 8 a.m. and 8 p.m. Monday-Thursday and 8 a.m. to 5 p.m. Friday

Resumes are NOT accepted in place of completed application forms, but can be attached. Employment is contingent upon a receipt of favorable results of background history and driver’s record check.

Journey Mental Health Center is an Equal Opportunity/Affirmative Action Employer. It is the agency’s belief that staff diversity and cultural competence are the foundation for services, which are accessible, effective, and relevant to the diverse needs of Dane County children, youth, families, and adults. Women, disabled, and culturally diverse applicants are strongly encouraged to apply.