

## Supportive Independent Living Program Director

Reports to: Calm Harbor Program Director

Program: Supportive Independent Living

Classification: Full time, exempt

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### Job Summary:

The Supportive Independent Living Program Director assists in defining, monitoring and modifying overall program goals, objectives and outcomes. The position is also responsible for the day-to-day operations of Elevate's Comprehensive Community Services (CCS) program. This role will also provides therapy to a limited caseload under the CCS program. Responsibilities vary but can include:

### Essential Functions:

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1. Supervisory Related:
  - a. The Supported Independent Living Program Director position is responsible for monitoring and supporting staff providing services under the Comprehensive Community Services Program. Specific responsibilities include:
    - i. In collaboration with Washington County Human Services Department, recommends hiring and disciplinary action of subordinate employees, conducts performance evaluations, and performs other personnel functions.
    - ii. Provides individual and group clinical supervision to staff to ensure compliance with all program and state requirements.
    - iii. Reviews and approves reporting staff's billing, time sheets and expense reports
    - iv. Performs audits of client records to ensure appropriate documentation including psychosocial histories, treatment plans, progress notes and billing.
2. Direct Practice Related:
  - a. Performs psychosocial assessment interviews, obtains social history and other relevant background.
  - b. Provides psychotherapy for adults and children in individual, conjoint, group or family therapy.
  - c. Ensures appropriate medical record documentation, which includes completing psychosocial histories, treatment plans, progress notes and billing.
3. Program Coordination
  - a. Establishes and maintains on-going communication with Washington County Human Services Department and Elevate
  - b. Serves as the liaison between Elevate and Washington County Human Services Department in the operation of the Supportive Independent Living Program
  - a. Assists Washington County Human Services Department in client caseload assignments

**Qualifications:**

1. Applicants must possess and maintain through the Wisconsin Department of Safety and Professional Services as a Licensed Professional Counselor (LPC) or Licensed Clinical Social Worker (LCSW). In addition, CSAC licensure is preferable;
2. Master's degree and coursework in areas directly related to providing mental health services including master's in clinical psychology, psychology, school or education psychology, rehabilitation psychology, counseling and guidance, counseling psychology or social work required;
3. Knowledge of and experience providing services under HFS 36, Comprehensive Community Services for persons with Mental Health and Substance Use Disorders;
4. Minimum of 1-2 years of previous supervisory experience preferred;
5. Excellent communication and organizational skills;
6. Strong interpersonal skills and persuasiveness;
7. Knowledge of mental health diagnosis and treatment, cognitive psychotherapy, and/or psychopharmacology is helpful;
8. Knowledge of patient rights and privacy laws.
9. Valid Wisconsin Driver's License and eligibility for Elevate's insurance coverage required.

The mission and philosophy of Elevate requires this position to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, clients, and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each client, visitor and fellow employee is a requisite of successful job performance. In addition, strict client confidentiality must be maintained.