

# Desert Hope



Las Vegas, NV



American Addiction Centers

[www.americanaddictioncenters.com](http://www.americanaddictioncenters.com)

## **SEEKING CLINICAL MANAGER:**

### **Job Duties:**

- Oversees day-to-day operations of the program in relation to clinical programming, staff schedules, case management, admissions, discharges, therapy and provision of ancillary services.
- Oversees and ensures quality assurance standards for all said activities as required by state regulations for the level of care provided.
- Directly assists clinical staff with training/education and skills to prevent AMA's and early discharges
- Trains all supervised staff on program policies and procedures and ensures consistent implementation of policies and procedures
- Evaluates house staff morale and responds to concerns.
- Assists in all staff ongoing training and development.
- Manages supervised staff conferences, and attendance.
- Tracks and verifies timely and accurate compliance with clinical procedures.
- Ensures there is adequate staff coverage for all areas of responsibility for PTO, LOA, FMLA, etc.
- Ensures staff caseloads are adequately managed and clients are seen timely
- Monitors/Assures that all clinical treatment meets AAC standards of excellence
- Assures all clinical programming occurs timely and according to program schedule by appropriate staff
- Analyzes long-range planning needs
- Creates and implements clinical programming and staff training.
- Responsible and accountable for managing direct reports
- Preparation and presentation of performance evaluations
- Provides objective feedback to employees
- Makes appropriate compensation recommendations, if applicable
- Provides appropriate training for department and hold staff accountable for attending required training
- Holds interviews for vacant positions and makes appropriately selects candidates to fill open positions
- Responsible for recommending and ensuring regulatory staffing patterns & managing annual budget.
- Monitors adherence to company and department policies, procedures and practices
- Creates and supports a positive, professional, team-oriented, harassment free work environment by understanding and complying with the company's policies

### **Job Requirements:**

- Master's Degree in a related field required.
- Five years treatment center experience or equivalent experience in administration and office management in an academic health care setting. Previous experience as a chemical dependency counselor preferred.
- Knowledge of Licensing standards, clinical diagnosis utilizing DSM-IV criteria, treatment planning, ASAM criteria, building relationships with potential and existing ancillary resources in the community, clinical interviewing, and theories of counseling from multiple perspectives including but not limited to: family systems, cognitive-behavioral, psychodynamic, Rogerian, and 12-step
- Ability to read and interpret written information; write clearly and informatively; edits work for spelling and grammar. Ability to speak clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; and participates in meetings.
- Working knowledge of Microsoft Word, Excel, and Outlook.
- If in personal recovery, a minimum of 2 years clean and sober.

AAC is committed to principles of equal opportunities for all employees. The Company will provide reasonable accommodations