

## MENTAL HEALTH PROGRAM MANAGER

**JOB DESCRIPTION:** Korean American Family Services (KFAM) is a non-profit organization specializing in family violence, mental health, and social services to Korean and API immigrant families. KFAM is seeking a Mental Health Program Manager for a full-time position under the supervision of Executive Director. Person will manage a team of therapists, Nurse Practitioner/Psychiatrist, various programs and services under KFAM's mental health department with the Mental Health Supervisor.

### **JOB DUTIES & RESPONSIBILITIES:**

1. Clinical Management
  - Provide individual and group supervision for a team of therapists as well as crisis intervention consultation
  - Review clinical records including session notes, treatment plans, goals, interventions and etc.
  - Ensure quality of service through chart review, peer review, program evaluations, and related activities
  - Promote the development of counseling skills and approaches
  - Collaborate with nurse practitioner/psychiatrist for medication support services
2. Program Management
  - Develop/improve and maintain internal systems for charting, billing, documentation, confidentiality, quality assurance, and quality management
  - Oversee quality of services including accuracy, timeliness, and productivity
  - Oversee mental health program to ensure it meets ethical and legal standards and accepted practices of care
  - Ensure compliance with government-funded program requirements and procedures, including LA County DMH and DCFS
  - Oversee audits and program reviews
  - Represent KFAM's mental health department to other community organizations, mental health professionals, etc.
  - Assist in procurement and development of new grants and contracts to expand mental health programs
3. These are minimal job requirements. Duties and responsibilities may expand and evolve depending upon needs of the agency or department and the individual's skill set.

### **QUALIFICATIONS:**

- License in Psychology, Clinical Social Work or Marriage and Family Therapy (Ph.D., Psy.D., LCSW or LMFT), required
- BBS license must be in current and in good standing
- Completion of Clinical Supervisor CEU per BBS regulation, required
- A minimum of **5 years** clinical experience, required
- Knowledge and/or experience in working with LA County DMH contract a plus
- Bilingual in an API language a strong plus
- Experience in program planning, program development and implementation, and program evaluation a plus
- Cultural competency and/or experience working with API community a plus
- Must pass TB test and Live Scan fingerprint clearance and have a Driver's License and able to drive

**BENEFITS:** Annual salary DOE plus generous benefits.

**CONTACT:** Email resume, cover letter with salary history, AND references to Katherine Yeom [kyeom@kfamla.org](mailto:kyeom@kfamla.org) (No phone calls please)