Position Summary:
The Supported Community Living Manager will be responsible for planning and implementing SCL services for individuals with a chronic mental illness living in the community. The SCL Manager will initiate the opening of the chart and the ensuing assessment forms, as well as the annual reviews. The SCL Manager will provide oversight for assigned SCL employees to ensure quality care, ongoing staff development, and data management. Duties may involve the use of personal computers, computer terminals, and a variety of software and/or conventional office equipment.

Qualifications:
Education & Licensure
- Bachelor’s degree in Psychology, Sociology, Social Work or Counseling required
- A valid driver’s license with a driving record that will allow insurability with Vera French’s insurance provider in order to drive Vera French vehicles and transport clients.

Skills and Experience:
- 1 – 3 years prior experience developing and managing clinical programs preferred.
- Ability to assess, plan, provide, and evaluate mental health services.
- Knowledge of and ability to apply management principles and techniques.
- Knowledge of interviewing and counseling techniques.
- Considerable interpersonal skills as well as oral and written communication skills.
- Able to delegate appropriately.
- Able to engage in complex problem solving.
- Able to teach both staff and clients.
- Knowledgeable concerning standards, regulations, legal and ethical issues, and consumer health care issues.

Position Functions: (general duties)
• Directs the Supported Community Living (SCL) staff and operation of the program; coordinates, plans and manages service delivery activities.
• Assists the CFO in planning the department budget.
• Implements the organizations philosophy and goals.
• Develops or assists in the development of policies and procedures related to the SCL program.
• Incorporates current recovery and evidence based research and professionally recognized standards. Interprets and administers pertinent laws.
• Monitors standards and regulations to ensure that the program meets criteria of accreditation bodies, rules and regulations.
• Monitors quality of care and the provision of services through direct observation or indirectly through chart audits.
• Supports and facilitates an environment that is both safe and promotes optimal quality of care.
• Develops and/or implements effective ongoing programs to measure, assess, and improve quality of services delivered to clients. Participates in Quality Assurance and Outcomes Management Report processes.
• Supervises and evaluates staff performance individually and as a team unit. Leads team meetings.
• Manages the recruitment and retention of SCL staff members.
• Coordinates operations of the SCL Program with other departments within the organization.

Join Our Team!
We offer a competitive salary and benefit package including Group Health, Dental and Vision Insurance, Life Insurance, 401(k) with Safe Harbor, AFLAC, Holiday/Vacation/Sick Time and many opportunities for CEU’s.

Send cover letter and resume to
Human Resources
Vera French Community Mental Health Center
1441 W. Central Park Ave.
Davenport, IA 52804
E-mail: HR@verafrenchmhc.org
Fax 563.324.4368

Vera French CMHC is an Equal Opportunity Employer.
We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings.