



**Job Title:** Treatment & Mental Health Services Director

**Department:** Treatment & Mental Health Services

**Supervisor:** Associate Director

**FLSA Status:** Exempt, Full-Time

**Pay Range:** \$30-32/hour

**Start Date:** June 1, 2022

### Organization Overview

Restorative Partners, Inc. (RP) is a nonprofit organization that transforms lives impacted by crime through healing services and relationships. We believe in accompanying and supporting anyone affected by crime on their healing journey, to be an instrument of restoration, of forgiveness, of accountability, and of reconciliation. We believe that violence is never a solution to any problem and that every person is endowed with a sacred dignity, and is capable of changing, healing, and being restored. We believe that everyone deserves to be treated with respect and dignity. We believe that we can overcome violence with education, love, and compassion.

### Job Overview

The Treatment & Mental Health Services (TMHS) Director is responsible for oversight and supervision of the mental health programs at Restorative Programs (outlined below). The TMHS Director oversees treatment plan compliance, database and file maintenance, the department budget, and contract compliance. The TMHS Director works with the Associate Director to continue building capacity and best practices across all mental health programs. The ideal candidate has a deep knowledge of the mental health and/or substance use field, core programs, and operations. All work is done with a restorative justice approach to client services, employee supervision, and external partnerships.

### Essential Duties & Responsibilities

#### 1. Programs

- ❖ Ensure safe, secure, and trauma-informed care of clients in all RP treatment and mental health programs
  - At this time, programs include individual AOD counseling, substance use disorder groups, domestic violence groups, anger management groups, and individual therapy sessions
- ❖ Ensure best practices for referrals, intakes, treatment plan compliance, case management, exits, and referrals to other agencies, and work with Associate Director and Operations Team to ensure Department of Health Care Services and CenCal compliance
- ❖ Oversee the CenCal Therapy Program (therapy is delivered by independent, licensed therapists who contract with RP to provide services)
  - Coordinate the recruitment and onboarding of new therapists
  - Run monthly check-in meetings, match therapists with clients, and coordinate group supervision sessions that are facilitated by the Clinical Supervisor or another therapist

- Manage client files and ensure compliance with all contract and confidentiality policies
  - ❖ Provide coverage/facilitation for programs when counselors are unavailable or on vacation
  - ❖ Collaborate with Associate Director to research and implement new treatment programming when applicable and appropriate (i.e. expansion of DV treatment and other outpatient programs)
- 2. Staff Oversight**
- ❖ Supervise Treatment Programs Manager, who facilitates programs and supervises AOD Interns
  - ❖ Oversee contracted work with Clinical Supervisor
  - ❖ Oversee contracted therapists and any volunteer therapists
  - ❖ Facilitate regular Treatment & Mental Health Services Team meetings and client case meetings
- 3. Administrative Duties**
- ❖ Serve as the lead contact in contract compliance, as well as procedural and managerial conversations, with contractors and partners such as Department of Health Care Services and GEO Solutions
  - ❖ Oversee all budget implementation and monitoring regarding Treatment & Mental Health Services
    - Oversee tracking sheets and invoicing
    - Monitor self-pay outpatient contracts and collection of self-pay monies owed
  - ❖ Oversee management of treatment database (ARMS), including intakes, outpatient treatment case notes, in addition to general database maintenance and quality assurance of electronic and paper files
  - ❖ Assist Associate Director with data collection and analysis of outcomes

Other duties as assigned.

<p><b>Knowledge, Skills, Talents, &amp; Abilities</b></p> <ul style="list-style-type: none"> <li>❖ Understands and practices a restorative justice approach to the criminal justice system</li> <li>❖ Knowledge of SLO County service providers and nonprofit organizations that can assist with employment, education, housing, transportation, etc. support</li> <li>❖ Ability to take initiative and independently plan, organize, coordinate, and implement work in various situations where numerous and diverse demands are involved</li> <li>❖ Ability to organize and plan projects, handle multiple priorities, and anticipate problems and address them proactively</li> <li>❖ Strong conflict management skills</li> <li>❖ Ability to make independent decisions, maintain confidentiality, and exercise sound judgment</li> <li>❖ Ability to establish and maintain effective working relationships within and outside the work group and serve as a liaison for the organizational unit</li> <li>❖ Ability to use active problem solving and effective interpersonal skills while interacting with front line contacts and community members: schools, businesses, government, faith organizations, etc.</li> <li>❖ Excellent verbal and written communication skills</li> <li>❖ Experience working with diverse populations</li> <li>❖ Ability to consistently demonstrate compassion, empathy, professionalism, and accountability</li> </ul>
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- ❖ Experience in the use of computers, common office equipment (fax, copier, printer, multi-line phone, scanner, etc.), and software systems including Microsoft Office Suite (Outlook, Word, Excel, Powerpoint) and Google Suite (Drive, Sheets, Docs, Calendar, etc.)

#### **Education and/or Experience**

- ❖ CAADE or CCAPP certification for AOD treatment required
- ❖ Minimum two years of experience working in the social service or criminal justice field
- ❖ Minimum two years as a manager or team supervisor
- ❖ Preferred - Spanish/English bilingual
- ❖ Must be willing to complete Restorative Partners staff training including Restorative Practices, Cultural Competency, and ongoing training relevant to our work

#### **Certificates, Licenses, Registrations**

- ❖ Preferred - Group Facilitation Training (i.e. AVP, CBT, MRT, etc.)
- ❖ Preferred - Motivational Interviewing Training
- ❖ Preferred - Trauma-Informed Practices Training
- ❖ Preferred - Mental Health First Aid
- ❖ Must agree to Mandatory Vaccination Policy

#### **Benefits**

Vacation

Sick time

11 paid Holidays

Medical Insurance

Dental

Vision

Phone Stipend

Retirement Plan

**To apply email a cover letter, resume, and 2 letters of recommendation to Vivien Devaney-Frice, In-Custody & Reentry Programs Director, [vivien@restorativepartners.org](mailto:vivien@restorativepartners.org)**

Restorative Partners is an equal opportunity employer and does not unlawfully discriminate on the basis of race, creed, national origin, disability, sex, gender identity, marital status, age, or any other protected status covered by federal or state law.