

**Ruby's Place, Inc.**  
**Job Description**

**Clinician/ Program Manager**

**QUALIFICATIONS:**

The Clinical Program Manager must have a Master's Degree in clinical and/or counseling psychology or related field, and be registered with the California Board of Behavioral Sciences as one of the following: a Licensed Marriage and Family Therapist (LMFT), a Licensed Clinical Social Worker (LCSW), a Licensed Professional Clinical Counselor (LPCC), or a Licensed Educational Psychologist (LEP). The CPM should have experience in providing therapy, crisis intervention, group counseling, general experience working with people who are survivors of domestic violence and human trafficking, and providing training to the members of multidisciplinary team. In addition, the CPM will have an understanding of the dynamics of abusive relationships and a commitment to preventing violence in the home as well as an understanding of, and sensitivity to, serving diverse populations. The State mandated 40-hour Domestic Violence and the 40-hour Human Trafficking counselor certification is required (this can be scheduled after date of hire). Must possess a valid CADriver's license, proof of insurance, and be approved by Ruby's Place insurance carrier as a driver. Fingerprints and background check required.

**HOURS OF WORK:**

The hours of work are full-time, 40 hours per week. The CPM must be available to work evenings and weekends and respond to any other unforeseen circumstances or emergencies.

**RESPONSIBILITIES:**

1. Supervise RP clinicians who provide therapy services to all residential, housed and outreach clients.
2. Carry a clinical caseload as necessary.
3. Abide to all necessary HIPPA compliance issues around telehealth during Covid-19 crisis.
4. Insure continuity of care to clients by providing tele-therapy, managing crisis and complying with all mandated reporting standards while working remotely.
5. Provide online training through Zoom and other means of technology to ensure compliance with grant objectives.
6. Coordinate and facilitate annual agency training schedule including all mandatory trainings and those that enhance and expand upon agency goals.
7. Ensure all RP clients receive mental health services that are aligned with agency mission and trauma-informed practices and any necessary referrals as requested.
8. Provide individual reflective supervision to designated RP staff.
9. Provide monthly self-care groups to staff at admin and shelter sites.
10. Oversee that clinical reports are submitted on time and work with the data team to confirm data is being reported correctly.
11. Participate in monthly Clinical Department meetings.
12. Participate in bi-monthly group supervisions with other RP staff.

13. Work with Director of Clinical Services to understand the clinical program objectives and contracts and ensure that clinical staff are meeting program goals.

14. Work with the leadership team on program growth through assistance in funding opportunities, program development and roll out.

15. Perform other duties as assigned by the Director of Clinical Services.

**LANGUAGE SKILLS:**

Ability to communicate and write business correspondence, reports and applications. Ability to effectively present information and respond to questions from groups and individuals.

**REASONING ABILITIES:**

Ability to interpret budgets, government regulations, and financial reports. Ability to collect data, establishes facts, and draw valid conclusions.

Ruby's Place is committed to the implementation of an Affirmative Action Policy and the Americans with Disability Policy in its recruitment selection and placement of all personnel and is an Equal Opportunity Employer.

Job Type: Full-time

Salary: \$75,000.00 to \$80,000.00 /year, Employer Paid Benefits, 403.b retirement plan w/ employer matching

All resumes should be sent to [Pouneh@rubysplace.org](mailto:Pouneh@rubysplace.org).