



TAPESTRY FAMILY SERVICES

POSITION: REHAB PROGRAM MANAGER – Willits, CA

**GENERAL
DESCRIPTION:**

The Rehab Program Manager is employed to provide direct oversight of the Rehab Program and staff in support of services to the children and adults who are participating in Tapestry Family Services programs and their families (including foster families). Under the supervision of the Clinical Director the Rehab Program Manager works directly with rehab staff to train and facilitate their involvement in the Tapestry Family Services Mental Health Treatment Program and/or Foster Care Programs.

This position requires flexibility in scheduling. The services and locations will vary according to staff and client's needs and changing circumstances.

This position also provides coordination duties in support of the Rehabilitation Program, including, but not limited to, quality assurance, logistics and assisting with referrals and admittance into the Rehabilitation Program. In addition, the Manager will provide direct supervision to the Rehab Coordinators and may carry a small caseload of direct services.

JOB DUTIES:

- Organize and schedule appointments between incoming rehabilitation clients and their assigned rehabilitation staff.
- Adhere and train supervisees to adhere to all MediCal regulations, including documentation standards, deadlines, and scope of practice.
- Maintain fiscal responsibility for the Rehab department, assuring the program remains valuable, work with the team to restructure program as needed to maintain profitability.
- Participate in monthly case conferences as requested.
- Attend Clinical Business Meetings and any designated trainings.
- Attend monthly supervisor's meetings
- Facilitate weekly departmental meetings and ongoing trainings.
- Train supervisees how to document mental health services provided in accordance with Tapestry's policies and procedures.
- Participate in an on-call rotation to respond to emergency situations.
- Support supervisees in completing necessary documentation within Agency timeline requirements.
- Rotate worksite to have on-site supervision of staff in various Tapestry offices.
- Develop/maintain filing system to review incoming referrals. Including verifying need via CANS/ANSA score, requested services, and log them into electronic database.
- Assist colleagues and supervisors by supporting them with planning and distributing information related to rehabilitation dept.
- Maintain working file for each supervisee (see working file requirements)
- Conduct Job Performance Reviews for supervisees in accordance with Agency timeframes.
- Address personnel issues in a timely manner with consultation from Human Resources.
- At times may include a small case load of clients and/or accompanying and providing support to clients participating in community activities.
- Other duties as assigned

MINIMUM QUALIFICATIONS:

- An associate degree and at least six years' experience working with mental health population, or a bachelor's degree plus four years of above-described experience, Master's Degree and at least two years of experience in working in mental health related field.
- At least one year in a role of supervisor
- Experience with MediCal documentation and standards.
- Knowledge of the purpose and utilization of rehabilitation services, including coordination of care.
- Be sensitive to the local service population with regards to culture, religion, race, gender, socioeconomic standing, etc.
- Good public relation skills; the ability to be clear and concise, friendly, patient and accommodating in dealing with the public.

BENEFITS:

- 12 Paid holidays
- Birthday holiday
- 401k retirement
- Health, vision and dental insurance offered
- 12 Paid vacation days per year
- 12 Paid sick days per year

CONDITIONS OF EMPLOYMENT:

Must clear background check with DOJ, FBI, CACI, Driver's License, Current Auto Insurance, Clean DMV Printout, required trainings post start date.

Medical conditions of employment: Obtain TB Test and Physical at time of offer.

TO APPLY:

Email Resume to humanresources@tapestryfs.org

Open until filled

Rehab Manager Salary Range: \$70,720 to \$85,961 annually Exempt