

**Job Posting  
January 2021**

# CUB

**CINCINNATI UNION BETHEL**

ANNA LOUISE INN | CINCINNATI SCHOLAR HOUSE | OFF THE STREETS

## **Clinical Manager Anna Louise Inn**

Cincinnati Union Bethel is hiring a **Clinical Manager** for the Off the Streets program and the Anna Louise Inn. Office is located in the Anna Louise Inn, 2401 Reading Road, Cincinnati, OH 45202.

The **Clinical Manager** position is a full-time, salaried exempt position, offering a competitive salary between \$45,000 and \$55,000 annually and a benefits package, including 401k profit sharing; contributory medical insurance; dental and vision insurance; supplemental insurances; company paid life insurance and short-term & long-term disability; generous paid time off; and an Employee Assistance Program.

**Interested applicants should apply by resume on Indeed.com or to Cincinnati Union Bethel's Human Resources Department:**

E-mail: [HR@cubcincy.org](mailto:HR@cubcincy.org)

Fax: 513-768-6922

Mail: 2401 Reading Road, Cincinnati, OH 45202

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### **DESCRIPTION OF WORK PERFORMED:**

Provide social work services, including clinical services such as the diagnosis of mental, emotional, behavioral, and addictive disorders, the development of treatment plans, and the provision of psychotherapy; supervise and train staff, and perform administrative work.

### **MINIMUM QUALIFICATIONS REQUIRED:**

Current possession of a valid LSW license in the State of Ohio and a bachelor's degree in Social Work from an accredited institution. Minimum of 3-5 years' experience in the mental health field, specifically working with trauma victims AOD. Cincinnati Union Bethel incorporates principles of trauma informed care in all areas of our Integrated Counseling services. Experience and/or training in these principles and in trauma treatment is required in applicants. Knowledge of a variety of treatment approaches and modalities including trauma informed, psycho-dynamic, psycho-social, solution focused, family therapy, dialectical behavior therapy, systems approach, strength-based approaches, cognitive behavioral, substance abuse, sex abuse treatment and other evidence-based approaches. Must have excellent organizational, time management, and communications skills; ability to work with a challenging population, manage conflict and crisis intervention. Always maintain professionalism and good judgment, emotional resilience, and emotional stability, and ability to collaborate well with others. Ability to gather, record and report clinical data effectively to meet the needs of the agency's reporting requirements. Requires the demonstrated ability to successfully manage administrative and program tasks and details and effectively supervise staff. Working knowledge of Microsoft Office applications. Proof of valid driver license and auto insurance required for agency travel.

### **SPECIFIC DUTIES INCLUDE BUT ARE NOT LIMITED TO:**

- Oversee day to day operations in delivering behavioral health services which includes ensuring necessary social work services are provided to inpatients, outpatients, and residents in an efficient and effective manner.
- Evaluate existing and future clinical social work service needs to develop and establish goals, objectives, and standards for the provision of clinical social work services.

- Direct and supervise Case Managers, interns, students, and clerical staff to implement and evaluate the effectiveness of the programs, policies & procedures.
- Develop programs, policies and procedures pertaining to the delivery of social work services to patients as well as those pertaining to the licensing and certification of professional staff.
- Conduct periodic quality assurance meetings with staff to establish, document, and review quality improvement trends and to implement plans for improvement.
- Develop in-service training activities to increase professional knowledge and skills of staff.
- Collaborate with schools of social work and determine placement of the students within the facility.
- Supervise and conduct mental health assessments; conduct group therapy/individual therapy.
- Oversee treatment plans and provide interventions such as clinical consultation for staff, skill development, and psycho-education for staff and residents.
- Keep detailed, compliant and confidential records of each patient during the course of their treatment.
- Assist Managing Director with compliance of Federal Grant requirements.
- Consult and collaborate effectively with physicians, medical professionals and therapists when appropriate.

**General Duties:**

- Ensure OTS participant environment is safe, clean, and appropriate at all times.
- Maintain confidentiality in all areas regarding residents, clients, and staff.
- Maintain flexibility in position to respond to priorities in a timely manner.
- Perform other related duties as assigned.

**PHYSICAL REQUIREMENTS:**

- Ability to quickly react and respond to emergency situations.
- Manual dexterity needed for operation of a computer and office machines.
- Move about in the building as needed using stairs and/or elevator when necessary.
- Move/transport items weighing 15-20 pounds.
- Use a vehicle to transport clients.

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*Cincinnati Union Bethel is an equal opportunity employer. All applicants are considered for positions based on qualifications without regard to race, color, religion, ethnicity, sex, sexual orientation, disability, age, national origin or veteran's status in any manner prohibited by federal and state law. An applicant's right to privacy shall be respected and the results of inquiries shall be treated in confidence.*