



**POSITION AVAILABLE:**  
**Clinical Services Manager – Group Home**

**POSTING DATE:** Thursday, December 15, 2022  
**DEADLINE TO APPLY:** Open until filled  
**DEPARTMENT:** Job & Family Services / Administration  
**LOCATION:** Ravenna, OH  
**WORKING HOURS:** 9am - 5pm  
(Required 4 days per month on Saturdays and/or Sundays. Flexibility to adjust hours coordinated by the JFS Director and Group Home Program Manager)  
**SALARY:** \$27.69 / hour  
**FLSA STATUS:** Classified, Exempt

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**JOB OBJECTIVES:**

Under the direct supervision of the JFS Director, incumbent is responsible for ensuring all children residing in the agency's group home are connected to, receiving the appropriate clinical services, and consulting with Children Services Managers on clinical needs and services relevant to any children working with the Children Services Division. The Clinical Services Manager will work with the Program Manager of the Group Home to provide excellent wrap around services and supports for the children residing in the home. This person will also be responsible for the monitoring of behavioral health related COA and ODMHAS standards, licensing, and certification compliance.

**MINIMUM QUALIFICATIONS:**

A Master's Degree from an accredited college in Social Work or another appropriate human services field and experience working in a clinical capacity with youth in either a counseling agency and/or a residential treatment setting; or any combination of training, education, and experience. Professional licensure required.

**EXAMPLE OF DUTIES:**

Oversee clinical services for all children in the agency's group home including contacting and collaborating with Trauma Informed Clinical Providers to ensure compliance with a Qualified Residential Treatment Program (QRTP). Provide oversight and maintain the resident's file relevant to medical, mental health and medication compliance, ensuring compliance with licensing and QRTP standards. Responsible for coordination efforts relevant to youth attending, medical and therapeutic appointments and possibly provide transportation to such appointments. Collaborate with the child's Care Coordinator through the assigned Managed Care Plan and community mental health service providers. Responsible for the development of the resident's Individual Service Plans (ISP), scheduling and facilitation of all associated meetings relevant to the resident's ISP. Oversee the Token Economy behavior management program. Responsible for coordinating and participating in bimonthly clinical meetings with all youth in the custody of Job and Family Services with the goal of ensuring clinical treatment goals are transparent, timely step-down coordination and wrap around supports are in place for each youth. Participate in weekly placement meetings with these youth are on the agenda. Provide weekly residential placement reports to the JFS Director, Child Protective Services Administration and Program Manager of Child Protective Services. Participate in placement meetings to thoroughly discuss reports and recommendations associated with transitional placements. Participate in schedule Family Team Meetings for residents and youth residing in residential treatment facilities as coordinated by Child Protective Services. May monitor court-ordered supervised visits between child and family members. Ensure the documentation and recording of daily behavior and activities of residents, including sleep logs, critical incident reports, police reports, medical files, visitation sheets, and other required reports, logs, or communications. Identify, develop, and provide therapeutic opportunities and interventions to address treatment needs of residents. Develop and maintain positive relations with community partners including Family Court. May represent JFS at monthly ICAT meetings. Know and meet ODJFS Rule Requirements and Family First QRTP standards, including training. Remain current in areas of responsibility by attending skill development conferences, seminars, or State-sponsored programs related to Federal, State laws, rules, and regulations. Testify in court proceedings and/or prepare and file court-required child welfare documents, as required. May provide training and service coordination to JFS employees and community partners. Monitor and assure the group home is behavioral health specific and compliant with all state regulations, licensing requirements and COA/ODMHAS standards. Must be able to maintain a flexible work schedule.

**HOW TO APPLY:**

- **THE COUNTY APPLICATION FORM IS REQUIRED** WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE:  
<https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>
- APPLICATION, COVER LETTER AND RESUME CAN BE FAXED, EMAILED OR MAILED:

**PORTAGE COUNTY HUMAN RESOURCES**  
449 S. MERIDIAN STREET, 7<sup>th</sup> Floor  
RAVENNA, OHIO 44266  
EMAIL: [HRD@PORTAGECO.COM](mailto:HRD@PORTAGECO.COM) / FAX: 330-298-4504

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