



<https://lifecorehealthgroup.com/jobs/county-office-supervisor-2/>

## County Office Supervisor/Outpatient Therapist

### Description

The Outpatient County Office Supervisor shall supervise, direct, and oversee all county office operations and facilities management which shall include but is not limited to:

- Demonstrating a working knowledge of Lifecore policies and procedures and DMH (Department of Mental Health) Operational Standards pertaining to positions and posts supervised.
- Provide fiscal management by directing, monitoring, and organizing monetary resources of departments/services supervised.
- Provide Human Resources management, hiring, oversight of hiring by those supervised and developing employee skills for positions held.
- Ensure Quality Assurance with systematic monitoring and evaluation of the various aspects of service and service documentation to ensure that standards of quality are being met.
- Exercise Risk Management duties to include identification, analysis, assessment, control, avoidance and minimization or elimination of unacceptable risks in all aspects of county office service provision and procedures.
- Provide Quality Customer Service: care of service recipients by insuring provision and delivery of professional, helpful, and high-quality service.
- Supervise local Psychosocial Rehabilitation Program.
- Demonstrate proficient use of Lifecore Electronic Medical Records.
- Other duties as assigned

### Responsibilities

Positions Supervised:

Office Staff, Community Support Specialists, Intensive Community Support Specialists, Peer Support Specialists, Psychosocial Rehabilitation Manager, Psychosocial Rehabilitation Staff

### Qualifications

- A master's degree in counseling, Social Work, Psychology, or related Mental Health Field.
- Hold a professional license, or obtain and maintain DMH credentialing for Therapist, MH, IDD, and/or A&D, whichever is appropriate to the population being served.
- Have at least 3 years' master's level experience in mental health.
- Interpersonal skills necessary to establish professional relationships with clients and staff

### Job Benefits

- PTO for personal needs and sick leave
- Military leave
- Health Savings Account

### Hiring organization

Lifecore Health Group

### Employment Type

Full-time

### Date posted

May 22, 2024

- Health Insurance
- Life Insurance
- PERS Retirement
- Ten Paid Holidays
- Voluntary Supplemental Policies
- ETC.