



**POSITION AVAILABLE:**

**Clinical Services Manager**

**POSTING DATE:** Thursday, September 23, 2021  
**DEADLINE TO APPLY:** Open until filled  
**DEPARTMENT:** Job & Family Services / Group Home  
**LOCATION:** Ravenna, OH  
**WORKING HOURS:** Flexibility to work day or evening hours as needed and coordinated by the JFS Director in collaboration with the Group Home Program Manager.  
**SALARY:** \$25.78/hour  
**FLSA STATUS:** Classified, Exempt

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**JOB OBJECTIVES:**

Under the direct supervision of the JFS Director, the clinical manager will be responsible for ensuring all children residing in the agency’s group home are connected to and receiving the appropriate clinical services. The Clinical Services Manager will also be available to consult 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 in partnership 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 which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.

**EXAMPLE OF DUTIES:**

Oversee clinical services for all children in the agency’s group home. This includes review of all clinical treatment modalities and will have direct involvement on treatment decisions relevant to children with mental health diagnosis, attending therapeutic services and/or taking medication. Will be responsible for coordinating and transporting youth to all medical and therapeutic appointments. Will collaborate with the child’s Care Coordinator through the assigned Managed Care Plan. Will collaborate with community mental health service providers. Support the goals of each child as established in the Child Service Plan. Participate in all schedule Family Team Meetings and meetings with the youth’s assigned social worker. 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.

For full job description, click [HERE](#).

**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: 330-298-4225

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