



**Position Title:** Clinical Manager-Limited Term

**Reports Relationship:** Program Director

**Position Type:** Full Time/Exempt/In-person/Limited Term Position

*For over 50 years, The Harbour, Inc. has provided emergency housing, transitional living programs, and supportive resources to youth experiencing homelessness in the Chicagoland region. We are seeking a collaborative, open-minded, and creative professional to join our quest to empower youth, promote individual safety, stability, and personal growth, and build an innovative workplace culture.*

**General Summary:**

Reporting to the Program Director, the Clinical Manager will be responsible for supervising the clinical and case management services within all programs at The Harbour. The Clinical Manager will ensure seamless team management and development, case management delivery, programmatic outcomes attainment and evaluation. This position is a limited term position that covers an employee's leave.

**Leadership:**

- Provides clinical consultation to all agency programs with direct supervision to the Therapeutic Case Managers (TCM), Program Coordinator (PC) and Family Support Specialist (FSS) and dotted line supervision to all levels within the agency including, but not limited to Residential Supervisors (RS) and Youth Development Specialist (YDS)
- Participates as a member of the Agency and Program's Leadership Team.
- Acts as a liaison between clinical and residential programs.
- Participates in all-staff quarterly (or as needed) retreats and meetings, preparing content and co-facilitating as needed.
- Provides representation and serves as the point of contact for DCFS monitoring and DCFS legal, preparing and presenting all required DCFS reports.

**Team Management and Development:**

- Chairs the bi-weekly TCM meeting
- Provides weekly direct supervision to Therapeutic Case Management Team, Program Coordinator and Family Support Specialist and acts as the Field Instructor/Supervisor for all MSW/BSW internship placements.
- Assigns incoming clients to TCM team, making initial bed assignments and site changes when needed.
- Completes all supervision notes in SACWIS and monitors case management data entry into SACWIS to ensure compliance with DCFS requirements.
- Participates in or assigns TCM participation with intake/discharge, quarterly youth meetings and when changes to the Launch/Discharge/Emancipation plans are made or as needed.

**Operations Management:**

- Provides on-call as backup support according to rotation.
- Communicates all intakes and discharges to and from the program to the Harbour Team including Staff Accountant, Program Director and administrative program staff.
- Complete and submit DCFS billing, monthly voucher and bed holds.

**Outcomes and Youth Programming:**

- Ensures the TCM team completes outcome data in a timely manner.
- Compile and analyze data quarterly, as outlines by grant requirements.
- Collects and reviews SER/IIR reports, analyzing incidents and reports quarterly.

**Professional Development:**

- Maintains CPR/First Aid certification

*Other duties as assigned to help drive the Harbour's mission, and values.*

**Qualifications and Requirements:**

- Master's Degree in Social Work or equivalent.
- DCFS Licensure (CWEL) with DCFS Case Management & SACWIS experience required.
- One year of supervisory and administrative experience is required.
- LCSW/LCPC preferred.
- Valid Illinois Driver's License and insured vehicle and ability to transport clients required.
- Able to lift 25lbs, carry for 50 yards, upstairs and unload required.
- Able to walk up and down stairs a minimum of 20 times in an 8-hour period.
- Computer proficient and able to write professional reports and record in client files.

**Salary:**

The Harbour, Inc. offers competitive pay to attract and retain the best talent to further the Agency's mission. \$2,700 bi-weekly salary.

**Required Background Check:**

Employment at The Harbour, Inc. is contingent on passing a background check. All candidates must undergo and pass a background check before an employment offer is extended.

*The Harbour, Inc. is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, ethnicity, religion, sex, sexual orientation, gender identity, national origin, age, marital status, physical or mental disability, protected veteran status, genetic information, or any other legally protected status, in accordance with applicable federal, state and local EEO laws.*