



office: (509) 783-5730
hotline: (509) 212-9995
mirror-ministries.org
info@mirror-ministries.org

Therapeutic Programs Manager - Mirror Ministries

About Mirror Ministries

Mirror Ministries' mission is to respond to domestic minor sex trafficking with the love of Christ through local education, intervention, restoration, and aftercare. Mirror Ministries works throughout Benton and Franklin counties to provide training, education, and awareness to local schools, agencies, and businesses. Mirror Ministries' advocates do purposeful outreach to identify victims of trafficking hidden in our community, including a 24/7 sex-trafficking hotline. Mirror Ministries walks hand-in-hand with victims/survivors of sex trafficking, showing them that there is hope and help with intensive case management and walking alongside them on their journey of healing. We provide counseling, therapeutic services, mentors, and survivor support groups at the Mirror Ministries Outreach Center and Esther's Home. Mirror Ministries is a Christian organization dedicated to serving people of all faiths and backgrounds.

Therapeutic Programs Manager Job Summary

The Therapeutic Programs Manager is a licensed mental health professional hired to oversee and implement the overall mental health programs.

Plans, directs, and coordinates minor/non-minor dependent social and mental health care activities, advises supportive staff, department heads, and administrators in matters related to social/mental health service by performing the following duties personally or through assigned professionals.

Essential Duties and Responsibilities:

For Clients:

- Responsible for the development, implementation, and oversight of all aspects of the therapy programs and services provided.
- Modify and introduce additional therapeutic modalities as is relevant to clients served.
- Develop and implement an integrated therapeutic program curriculum for clients.
- Continuously evaluate the status of clients and do appropriate planning and coordination of therapeutic activities to ensure immediate attention to their changing needs.
- Ensure clients have clearly delineated treatment goals, crisis and discharge plans that address needed behavioral health interventions and physical health care coordination.
- Oversee, or provide as needed, direct client/resident care services including individual, family, and group therapy, assessment, case management, and related services.
- Work closely with outpatient medical services of clients and ensure follow up and transitional care planning as needed.
- Develop a Discharge/Exit plan for each client prior to their completion in program.
- During staff turnover or transfer of clients ensure seamless continuity of care, at minimum risk for clients.
- Respond to critical incidents and client/resident complaints in a timely and ethical manner.

For Staff:

- Participate in staff recruitment, interviewing, hiring, work assignments, and orientation and performance supervision according to regulations, and agency policies and procedures.
- Develop and implement staff orientation and training.
- Provide clinical leadership to implement the organization's theoretical and evidenced-based approach to recovery.
- Manage and develop therapeutic programs schedule.
- Provide in-service trainings to employees for ongoing professional development and in compliance with licensing and accrediting agencies.
- Direct the day-to-day therapeutic operations of the care team including staff work hours to assure appropriate coverage.
- Lead the daily organizational or treatment planning meetings.
- Monitor quality of therapy work done by team members.
- Manage and provide individual and group supervision to therapists and other individuals providing direct care services to clients.
- Ensure systems are in place to communicate treatment goals and interventions efficiently and consistently to all staff.
- Assist clinicians in the performance of their duties by monitoring and participating in clinical coordination/problem solving between clients and clinicians and other agency programs and community resources.
- Supervision of additional Mental Health Providers
- Review therapist documentation to ensure timely and accurate entry into the medical record and accurate submission of reports when required.

General Duties and Responsibilities:

- Facilitate programmatic integration in a multi-disciplinary context.
- Performs other duties as assigned to support the Executive Director and organization as a whole.
- Ensure the provision of culturally competent, ethical, and evidence-based care.
- Maintain compliance with all company policies and procedures.
- Participate in performance improvement activities to monitor and improve safety, quality, and client/resident satisfaction.
- Make any modifications necessary to either the Needs and Services Plan or the Discharge/ Exit Plan.
- Crisis Intervention strategies and training.
- Knowledge of the Washington Administrative Code (WAC) regulations.
- Knowledge of the Medicaid Requirements
- Review clinical policy and procedures annually and revise as necessary.
- Ensure ongoing oversight and implementation of risk management.

- Ensure licensure compliance with DCYFS for Esther's Home.
- Respond to emergencies and urgent concerns in a timely manner.
- In conjunction with the Executive Director assist in the hiring and firing of therapeutic staff.
- Clear background check or Current Criminal Exemption, and clear driving abstract.
- Keep current CPR/First Aid Certifications.
- Ensure ongoing data collection of admission and discharge psychometric measures.
- Attend local and national conferences for professional development, networking, and speaking opportunities.

Education and Experience Qualifications:

- A master's degree from an accredited or state approved graduate school, as defined by the Department of Education, in social work or social welfare, marriage, family and child counseling, child psychology, child development, counseling psychology or social psychology.
- Completion of at least three semester units or 100 days of field practice or experience in a public or private social service agency at the master's degree level.
- Licensed Mental Health Counselor or Licensed Marriage & Family Counselor in Washington State
- At least three semester units in working with minority populations; six months of experience in working with minority population; or six months in-service training in working with minority populations within the first year of employment as a condition of employment.
- Completion of Supervision Training

Key Competencies:

- Leader
- Effective communication
- Teamwork
- Decision maker
- Problem solving
- Continuous learner
- Client focus
- Ethical commitment
- Cultural competence
- Clinical excellence
- Innovator
- Motivator, educator

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA, and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA, and other federal, state, and local standards
- Must be able to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Regular operation of office machinery, including fax machine, computer, copy machine, etc.
- Must be able to remain in a stationary position for several hours at a time for paperwork.
- Must be able to interact with residents for activities

Schedule: Typically, 8 am-5 pm weekdays- flexible for weekend and evening events

Location: Based out of Mirror Ministries Outreach Center in Kennewick, AND Esther's Home in Pasco, Washington

Position: Full-time, hourly, non-exempt, no overtime

Compensation: \$64,000 - \$68,000 – dependent upon experience

Additional Benefits:

- 9 paid holidays
- 100 hours (2.5 weeks) of paid time off per year
- Company-supplied computer and phone
- \$3600 annual medical stipend
- Local health club membership
- Therapeutic CEU's training and support provided

An Equal Opportunity Employer

In accordance with Washington state laws, Mirror Ministries does not discriminate because of race, creed, color, national origin, sex, honorably discharged veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal in serving victims and survivors of human trafficking. *As a Christian ministry we do uphold and require a signed Belief Statement for all our Board, Staff, and Volunteers.* Because of the grace we have been given, we extend that grace to any and all victims/survivors of human trafficking, regardless of their life circumstances and/or beliefs.

Statement of Faith

1. We believe the Bible to be the inspired, only infallible, authoritative Word of God. II Timothy 3:15-17
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. Matthew 28:19; Ephesians 4:4-6
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. John 1:1-4; Matthew 1:23; Philippians 2:5-11; Hebrews 1:1-4 and 4:15; Acts 1:11 & 2:22-24; I Corinthians 15:3-4
4. We believe that all have sinned and fall short of the glory of God, that for lost and sinful man the repentance of sin and faith in Jesus Christ results in Salvation, and that Jesus Christ is the only way of salvation. Romans 3:23; Titus 3:4-7; Luke 24:46-47; Ephesians 2:8-9; John 14:6; Acts 4:12
5. We believe in the present ministry of the Holy Spirit whose regeneration and indwelling enables the Christian to live a godly life and to perform good works. Titus 3:3-5; Galatians 5:16-18; Romans 8:9
6. We believe in the resurrection of both the saved and the lost; the saved unto the resurrection of eternal life and the lost unto the resurrection of damnation and eternal punishment. Revelation 20:11-15; I Corinthians 15:51-57
7. We believe in the spiritual unity of believers in our Lord Jesus Christ and that all true believers are members of His body, the Church. Ephesians 4:4; I Corinthians 12:12, 27

Mission and Vision Statements

Mission Statement: *To respond to domestic minor sex trafficking with the love of Christ through local education, intervention, restoration, and aftercare.*

Vision Statement: *Our vision is to see local victims of sex trafficking become survivors who have hope, healing, and restoration.*

I, _____, agree with and uphold the above beliefs in the Statement of Faith, Mission, and Vision, as a representative of Mirror Ministries.

(Signed)

(date)