



TAMARACK GRIEF RESOURCE CENTER (TGRC)

Position Announcement

Job Title: **Clinical Manager / Grief Specialist**

Reports to: Tina Barrett, EdD, LCPC, Executive Director

Wage: \$40K-50K FTE DOE full-time exempt status plus benefits (prorated wellness stipend based off \$3K annually for 1.FTE), PTO, sick, SIMPLE IRA, holidays, collegial supervision, CEs, clinical insurance, licensure fees, and other benefits as outlined in employee Policy & Procedures Manual. Note: Some benefits not available until after probationary period or reasonable amount of time in position).

Work Hours: 0.5-1.0 FTE Exempt

Hours will primarily be between 9 am and 6:30 pm, M-F.

Some evenings and weekends may be necessary for special programs and events.

Location: This position will base out of the Missoula office.

Summary: The Clinical Manager (CM) will provide direct support for youth, teens and adults via individual, group and family/couples counseling. The CM will ensure updated clinical forms and maintenance of professional clinical notes including complete intakes, treatment plans, and session documentation. In addition, the CM will coordinate Urgent Response services following a death at a school or business. The CM serves as the organization's HIPAA Compliance Officer, overseeing privacy policies and HIPAA training for all personnel, and ensuring organizational HIPAA compliance. The Clinical Manager supervision of all clinicians including Interns and license-eligible clinicians.

Essential Duties and Responsibilities:

- Provide counseling for individuals, groups, families, and couples including youth and adults;
- Update & maintain clinic forms (intake packets, treatment plans, releases, requests for services, etc.)
- Facilitate groups;
- Provide community workshops, grief education, and trainings;
- Facilitate HIPAA compliant tele-health counseling;
- Provide grief consultations for bereaved individuals and care providers;
- Help draft and refine templates outlining groups, trainings, and practical tips;
- Maintain clinical records and treatment plans;
- Oversee mental health billing and insurance applications/processing;
- Serve as HIPAA compliance officer - providing updated HIPAA information and training to staff and ensuring organizational adherence to policies;
- Assist with coordination and facilitation of Urgent Response efforts;
- Serve as a liaison between clients, community members, and professionals and comprehensive TGRC programs;
- Contribute to the development and maintenance of a positive non-profit organization.
- Provide clinical supervision to students and license-eligible clinicians;

- Facilitate school-based programs (in-service trainings, classroom guidance activities, suicide prevention/postvention programs, and programs for crime victims);
- Develop and lead community workshops focused on grief, trauma, loss, hope, and healing.

Minimum Qualifications:

The preferred applicant for this position will be a licensed mental health provider with specialized training and a minimum of two years experience in grief / trauma, crisis management/care and supervising clinicians. In addition, training and experience with HIPAA standards, grief education, and billing management is desirable.

Skills:

The successful candidate will demonstrate a combination of organizational and clinical skills; the desire to learn and work in a collaborative capacity with professionals and community members; and interest and experience in working with children, teens, adults and families in both indoor and outdoor therapeutic environments and in individual and group settings. Interest and experience working with schools and diverse populations is preferred. The ideal candidate will have experience with and desire to work with under-served Montanans. Non-profit experience is desirable. Excellent communication skills (including verbal, written and technical) is essential.

Interested applicants are asked to send the following materials to TGRC:

1. Letter of Interest
2. Resume
3. Names and Phone Numbers of Three References with consent to contact
4. Writing Sample (250-400 words) For example: A mock Case Summary or Case Note

A hard copy or electronic application can be forwarded to:

**Search Committee
Tamarack Grief Resource Center
405 S 1st Street W
Missoula, MT 59801**

Or

info@tamarackgriefresourcecenter.org

For more information about our organization, please visit our website at www.tamarackgriefresourcecenter.org.

Position: Open until filled.