



## Community Mental Health Program Manager QMHP-C Richmond and Petersburg

Dominion Youth Services is currently seeking Qualified Mental Health professionals that have a passion to serve youth and provide quality care. We are currently hiring for a Program Manager for the Richmond and Petersburg area.

The mission of Dominion Youth Services is to enrich the lives of the people we serve by instilling in them a belief that they have the capabilities to achieve their goals. We provide quality programs that allow individuals to develop the skills necessary for success. Our staff are supportive and caring individuals who are trained to carry out our mission. We strive to be the premier provider of a broad array of services to include mental health, education, intellectual disabilities and autism.

If you are seeking a job that is truly rewarding and allows you to have an impact on a client's life, come work for Dominion Youth Services today! Since 1999, Dominion Youth Services has been providing quality care to clients with special needs. We excel at providing specially tailored programs and individualized service plans to clients in need, which allows them to develop the necessary interpersonal skills to grow within society. Dominion provides support for all clients through our caring and dedicated staff that empowers children and adolescents to believe in their own potential and achieve their goals.

### Job Duties and Responsibilities

- Represents DDS in a positive and professional manner both internally and externally.
- Serves as administrator of daily operations by planning, organizing, staffing, directing, managing, and evaluating all services provided. Responsible for interviewing, selecting, and training of direct care staff and Program Coordinator(s) (PC) through ongoing assessment of job performance. May delegate some of this responsibility to PC.
- Assists Director with budget process. In the absence of a Director, responsible for regional budget planning and achieving identified goals.
- Ensures compliance with Licensure, Medicaid, Department of Social Services, and all applicable local, State, and Federal regulatory standards.

- Assures that the community's need for services is being met, via the referral and intake process, by maintaining positive relationships with referral sources and related stakeholders through regular visits and communication.
- Actively pursues referrals by networking with referral sources, attending industry conferences and fairs, etc.
- Responsible for staff development, training, and evaluation and assuring that employee files are in compliance with company policy.
- Administrative duties to be performed on a regular basis include but are not limited to: maintenance of building, grounds, vehicles that are used in operating the program, expense reports, billing, payroll, census reports, chart audits, and managing day-to-day staffing plans, staff certifications and annual due dates.
- Remains knowledgeable of effective treatment modalities, and attends training as needed.
- Manages designated direct-care staff to include conducting regular staff meetings. Typically responsible for staff associated with 60 – 150+ clients; may directly supervise PC I.
- Participates in the continuous improvement in the quality of care and corresponding documentation to include the development of Individual Service Plans, helping to initiate and participate in treatment teams, and helping with the management of outcome measures (i.e. effectively using satisfaction surveys and other tools).
- Assists with clinical crisis coordination and support, to include the potential for 24/7 emergency response.
- Responsible for assuring that all required documentation, including tracking of progress towards treatment completion, is in the medical record within the required time frame.
- Maintains certifications in behavior management training and CPR/FA and be capable of performing these duties, including restraints.
- Adheres to all DDS policies and procedures and completes other tasks which may be necessary for the successful management of the program.

## Position Requirements

- Job Type – Full-time
- Education and Experience - Bachelor's Degree in Social Work, Sociology, Psychology, or other Human Services related field, and a minimum of four years' experience working in community mental health in a leadership role.
- Licensure - Meet the criteria of a Qualified Mental Health Professional (QMHP) per DMAS licensure standards
- Physical Restraint – TOVA Training/CPI Training or current agency approved behavior management program, CPR and First Aid Training
- Certification - Medication Management Certification, if applicable
- Transportation - Must hold a valid, current Commonwealth of VA Driver's License and be insurable to drive a company vehicle
- Other Requirements - as assigned by DMAS and/or licensure standards

## Benefits

Dominion offers a competitive benefits package for all full-time employees to include:

\* Health Insurance (Vision Program included) \* Dental Insurance \* Health Flexible Spending Accounts \* Voluntary Short Term and Long Term Disability \* Life Insurance \* 401(k) Retirement Plan \* Paid Time Off \* Holiday Pay \* Opportunities for professional advancement for qualified individuals.

## How to Apply

Please send cover letters and resumes to [araines@dominiondayservices.com](mailto:araines@dominiondayservices.com) and [ggomez@dominiondayservices.com](mailto:ggomez@dominiondayservices.com).

DYS is an Equal Opportunity Employer