



## **OUTPATIENT DEPUTY TEAM MANAGER**

If you're excited about driving change and passionately believe that all people deserve access to quality behavioral health care, we have an amazing opportunity for you! We're looking for leaders who are committed to developing innovative, client-centered behavioral health programs, ensuring quality outcomes and creating a culture of equity and inclusivity.

### **Position Summary**

The Center's Outpatient multi-disciplinary teams are led by team managers who oversee day to day clinical care. Deputy team managers support team managers in the clinical and administrative leadership for a multidisciplinary clinical team. This includes helping with team design and implementation; goal-setting and accountability; all aspects of the client's journey (from initial assignment to termination); building a strength-based, inclusive team culture; clinical supervision; and professional development and training. Working closely with all managers, the deputy manager has a key role in ensuring that the Center provides accessible, culturally responsive, high quality, evidence-based mental health services. Deputy team managers are expected to maintain a client caseload.

### **About the Brookline Center**

The Brookline Center for Community Mental Health is a leading provider of mental health care and social services for adults and children. Beyond our provision of high quality, affordable outpatient care, the Brookline Center creates and operates nationally recognized, innovative mental health programs through partnerships with schools, community agencies, and healthcare providers in Greater Boston, across Massachusetts and, increasingly, nationwide. In response to the ongoing crisis in mental health care access, the Center is poised for significant strategic growth in the coming years. For those with a passion for mental health, it's an exciting time to join our team.

***We are actively interested in ensuring that the Brookline Center for Community Mental Health represents a range of experiences and backgrounds. Qualified candidates with diverse racial, cultural, multilingual, religious, class, and/or gender background and experiences are strongly encouraged to apply.***

### **Key Responsibilities: Work with team manager to:**

- Help design, implement and manage new team model
- Plan, assign, and direct the work of team members, addressing issues and proactively facilitating problem resolution.
- Coordinate activities with other program managers and executive team members to ensure a seamless client journey across all areas of the Center.
- Oversee progress towards assigned Program monitoring and outcomes.
- Development and implement new program services.
- Monitor and ensure productivity targets and quality standards are achieved.

- Provide direct clinical supervision for team members.
- Provide same day consultation for crises management, high risk or complex cases.
- Ensure the quality and timely completion of clinical documentation, including accurate and compliant clinical charts and follows up on all clinical documentation timelines and requirements.
- Coordinate case conferences with other providers, family members etc. as appropriate.
- Produce and manage grant applications, contracts and budgets.
- Identify staffing needs, develop recruitment strategies, and guide hiring processes,
- Conduct regular performance reviews and interventional improvement plans when needed.
- Support the implementation of strategic plans which support the Center's mission and long-range objectives.
- Imbed diversity, equity, inclusion best practices in all team activities

In addition, deputy team manager/deputy will maintain a caseload and attend relevant training pertaining to professional development and team best practices.

### **Education and/or Experience**

Master's level degree or above, with independent license strongly preferred - LICSW, LMHC, LMFT, PhD/Psyd, MD

3+ years direct clinical care with strong preference for 2+ years clinical supervision, 2+ years program and/or people management.

### **Qualifications**

- Enjoys and works effectively in culture of collaboration, ongoing change, commitment to racial equity, diversity and inclusion.
- Passion for providing community-based behavioral mental health services to an otherwise underserved population.
- Strong leadership skills.
- Knowledge and experience working within behavioral health regulatory requirements/compliance.
- Ability to manage multiple and competing demands on a daily basis.
- Ability to function in a calm and effective manner during crisis situations.
- Knowledge of community resources.
- Ability to utilize data gathering systems and analyze data for reporting and decision making.
- Effective verbal and written communicate skills.
- Ability to solve problems and deal with a variety of complex variables in situations where limited standardization exists.
- Ability and interest in gathering data, compiling information, and preparing reports.
- Digital fluency including experience with electronic medical records and MSOffice (or similar); demonstrated track record of learning and incorporating new systems into work flow.

### **Benefits**

The Brookline Center offers a supportive, mission-focused work environment; professional growth opportunities; competitive salaries; and a comprehensive benefits package that includes

medical, dental and vision insurance, flexible spending accounts, pre-tax savings and retirement plans, disability and life insurance, and generous paid time off.

### **To Apply**

Please submit your resume along with a cover letter that outlines your interest and qualifications to Lisa Leccacorvi, Director of Human Resources, at [lisa.leccacorvi@brooklinecenter.org](mailto:lisa.leccacorvi@brooklinecenter.org).

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to remain stationary, utilize a computer to access and input information, utilize other standard office equipment, move between workspaces, and lift/carry up to 10 pounds.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.