



Clinical Program Manager (Part Time)

About the Organization

[Perinatal Support Washington](#) (PS-WA) supports the emotional wellbeing of people preconception through postpartum (up to 2 years) who are at risk or currently experiencing mental health needs. As a statewide nonprofit dedicated to perinatal mental health, we believe all parents should receive appropriate, timely, and culturally relevant care.

Our direct service programs are designed to provide specialized perinatal mental health services so that no parent goes without the mental health support they deserve. We offer short term and long term peer support, clinical therapy, support groups, and more. PS-WA is committed to making our care system stronger; we have a robust training and consultation program for professionals to fill the gaps in care for parents and help re-envision what the perinatal mental health field could be. (Learn more about our organizational priorities by viewing our [2025 Strategic Plan](#) and [Theory of Change](#).)

About the Position

PS-WA's [Clinical Therapy Program](#) is an innovative program aimed at reducing barriers to care for people farthest from opportunity. The Clinical Therapy Program serves two purposes: training new therapists in Perinatal Mental Health (PMH) and providing care for families who would otherwise lack access to care due to insurance barriers, lack of culturally congruent care, lack of service in their language, and more.

The Clinical Program Manager role is a part time position at 20 hours per week. This position is primarily responsible for managing the Clinical Therapy Program. Ensuring that the intern and extern training program provides highly specialized training for graduate students and new professionals that both prepares trainees for PMH practice and also meets trainees' graduate program requirements. The Clinical Program Manager is responsible for ensuring PS-WA's clinical services are innovative, evidence-based, and has a strong anti-oppressive framework. The Clinical Program Manager is responsible for staying up-to-date on the latest research, national and regional trends, and shifting narratives regarding PMH care, training practices, and staying attuned to the needs of students and new professionals.

This is a collaborative position and will work closely with PS-WA's Leadership Team to provide families with a seamless transition between programs within the organization and receive comprehensive services. We're looking to add someone to the team who is excited to be a part of our mission and growth! We value talents as much as training, lived experience as much as education. If you see yourself in this role, we strongly encourage you to apply, even if you have not held a similar title before.

An ideal candidate is an individual that is a clinician with administrative or program management experience.

Responsibilities

Program Management and Team Supervision (60%)

- Oversee and conduct hiring, training and supervision of the clinical team.
- Provide ongoing support, supervision and evaluation to ensure professional growth, program success and high-quality care delivery.
- Partner with individual contractors as needed to support the program.
- Develop and implement strategies and program initiatives to provide high-quality services and innovative perinatal mental health training.
- Ensure the training program meets individual students' program needs, including managing contracts, compliance with requirements, and communication with universities and graduate programs.
- Coordinate with clinical supervisors and practicum/internship advisors to facilitate completion of evaluations and program documentation.
- Maintain effective communication within the clinical team and PS-WA regarding program expectations and performance.
- Provide oversight of intake procedures to support client needs and program goals.
- Provide clinical billing supervision and coordinate with other billing supervisors and operations to oversee the accuracy of clinical notes and billing.
- Acts as a primary point of contact with medical billers.

Quality Assurance (25%)

- Implement quality assurance measures to monitor and assess the effectiveness, compliance, and satisfaction of clients with the clinical program.
- Conduct regular program evaluations for clinician satisfaction and program improvement.
- Perform regular reviews and audits of documentation to ensure accuracy and compliance.
- Develop, implement, and oversee clinical and administrative policies and procedures.
- Ensure policies are up-to-date, compliant with regulations and contracts, and effectively communicated to staff.
- Manage and maintain the Apricot system (Electronic Health Records) for client data management. Oversee accurate and timely data entry, reporting, and utilization of the system for program improvement.

Budget and Grant Management (15%)

- Maintain and analyze metrics for grant reporting and program performance.
- Act as the face/representative for the clinical team with funders and grants.
- Support grant writing as needed in collaboration with other program managers.
- Coordinate with the operations team and clinical supervisors to ensure therapists have the necessary resources for timely and accurate invoicing/billing.
- Review and manage the clinical program budget quarterly with support from the operations team and Executive Director.
- Ensure accurate budgeting and financial oversight to support program sustainability and growth.

Required Skills & Qualifications

- Demonstrated knowledge of and commitment to perinatal mental health.
- Washington licensed mental health provider (LICSW, LMHC, LMFT) and approved clinical supervisor.
- At least 5 years in the field providing perinatal mental health treatment and care.
- Two or more years clinical management experience demonstrating leadership skill and expertise.
- Experience in program/project development and management.
- Established background in recruiting, training, managing, and evaluating staff.
- A team-oriented management style, empowering staff by soliciting their input and minimizing micromanagement.
- Proficiency and experience using technology to support programs, data evaluation and day-to-day client care (e.g. electronic health records, electronic communications & database management)
- Strong commitment to social justice and demonstrated ability to build relationships and programs using a well developed anti-racist framework.
- Personal qualities of integrity, credibility, and a commitment to PS-WA's mission
- Commitment and connection to the WA region.

Desired Skills & Qualifications

- Physically residing in Washington State is preferred but not required.
- Has a Perinatal Mental Health Certification or interest in pursuing PMH-C.
- Experience in project/programmatic fiscal management, including budget preparation, analysis, decision-making, and reporting.
- Track record of leading and engaging employees through continuity, change, & transition.

Compensation and Benefits

Perinatal Support Washington provides ample opportunity for professional growth and training in perinatal mental health. This includes access to all of PS-WA's training and CE opportunities. There may be future opportunities to increase hours to full time.

The salary range is \$40-43 per hour. PTO is prorated based on the hours part-time employees are regularly scheduled to work; a 40-hour per week employee receives 200 hours or 25 days. PS-WA observes 16 holidays, including 2 floating; part-time employees receive holiday pay for hours equal to their scheduled work hours for the day of the week on which a paid holiday falls.

Application Instructions

To apply, please send a resume and cover letter to hire@perinatalsupport.org with "Clinical Program Manager" in the subject line. Interviews will begin in October and continue on a rolling basis until filled. **Applications received by September 30th, will be prioritized.** Anticipated start date is in early November.

*Perinatal Support Washington is an Equal Opportunity Employer. People of color, of any sexual orientation or gender identity, from under-represented communities, and people with diverse life experiences are **encouraged** to apply. Some heavy lifting and physical labor is required during special events. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.*