



Clinical Program Manager

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 .8 FTE position at 32 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%)

- Provide ongoing support, supervision and evaluation of the clinical team members to ensure professional growth, program success and high-quality care delivery, while maintaining effective communication regarding program expectations and performance.
- 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, through coordination with contracted clinical supervisors and practicum/internship advisors.
- Provide clinical billing supervision and coordinate with other clinical supervisors and operations to oversee the accuracy of clinical notes and billing, act as the primary point of contact with medical billers. Ensure therapists have the resources needed for accurate and timely billing.
- Provide oversight of intake procedures to support client needs and program goals.
- This position may require conducting clinical assessments and carrying a caseload of ongoing therapy clients.

Training and Consultation (10%)

- Support in-service and community training as needed, by serving as a subject matter expert, trainer, and content reviewer/developer. The Program Manager may recommend new training methods to meet the needs of diverse providers working with people in the perinatal period.
- Provide consultation at an organization level; regular case consultation meetings, providing 1:1 consultation with staff on challenging cases, allow space for case presentations for continuous learning.

Quality Assurance (20%)

- Implement quality assurance measures and evaluations to monitor and assess the effectiveness, compliance, and satisfaction of clients, clinicians, and students with the clinical program.
- 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 (10%)

- Represent PS-WA and the clinical team with funders and grantmakers, support grant writing and maintain and analyze metrics for grant reporting and program performance.
- Review and manage the clinical program budget quarterly with support from the operations team and Executive Director.

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 and encouraging collaboration.
- 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 leading reflective supervision
- 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. The position is salary exempt, starting salary is set at \$76,794 per year at a 32 hour work week.

PS-WA offers employees a combined paid time off package based on prorated hours; a person working 40 hours per week receives 200 hours (5 weeks) annually and 7 sick days. PS-WA offers up to 16 paid holidays per year, including 2 floating holidays; employees receive holiday pay on any holidays they are regularly scheduled to work.

Employees working 30 hours or more per week receive reimbursement for qualified health care expenses up to the QSEHRA maximum (currently \$12,800/year for a family). Reimbursement up to the monthly QSEHRA maximum is provided for qualified health, dental, or vision insurance premiums, or to cover medical expenses like doctor visits, prescriptions, glasses, or even sunscreen. Employees are eligible for different monthly benefit allowances, depending on family status. For those single with no dependents, an employee can be reimbursed up to \$529.16/month (\$6,350/year). For those that are married or have dependents, an employee can be reimbursed up to \$1,066.66/month (\$12,800/year).

Application Instructions

To apply please send your resume and answers to the following questions to Hiring@perinatalsupport.org with "Clinical Program Manager" in the subject line.

- Tell us why you want to work at Perinatal Support Washington. What is it about our mission that speaks to you?
- How will your experience and/or skillset make you a good fit for this position?

Our interviews will begin in April and continue on a rolling basis until the position is filled.

Applications received before April 14th will be prioritized. Our hiring process will include the following steps:

- A short phone screening (15 mins)
- Panel interview(s) with existing staff (*We will provide interview questions in advance for your preparation)
- Reference checks on desired applicants
- Notice to chosen applicants and offering position
- Notice to all other applicants

Position start date: May 2025

*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.*