

**WAC 110-145-1430 What are the duties and qualifications of a program manager?** (1) A program manager must be on-site at their facility according to written and agreed upon terms detailed in the agency's program manager position description, policies and procedures, and in any written and signed agreement between the agency and a state governmental entity, if applicable.

(2) A program manager must:

(a) Coordinate and oversee the facility's day-to-day services provided to children or youth;

(b) Supervise case managers and direct care staff;

(c) Monitor staff development and training;

(d) Ensure each child's or youth's treatment and care plan is executed and completed;

(e) Comply with any professional accreditation requirements that apply to the agency; and

(f) Be available by telephone during the agency's regularly scheduled business hours according to written and agreed upon terms detailed in the agency's program manager position description, policies and procedures, and any written and signed agreement between the agency and any governmental entity, if applicable.

(3) A program manager must have:

(a) A bachelor's degree from an accredited college or university and one year of similar, full-time experience working with vulnerable populations;

(b) An associate's degree from an accredited college or university and two years of similar, full-time experience working with vulnerable populations; or

(c) Three years of similar, full-time experience working with vulnerable populations.

(4) Program managers must not provide clinical oversight to case managers unless the program manager also meets the qualifications detailed in WAC 110-145-1440(2).

(5) A case manager or another person with the equivalent training and experience of a program manager may serve as a program manager.

(6) A program manager must meet additional duties and qualifications detailed in any written and signed agreement between the agency and any governmental entity, if applicable. If the requirements of this section conflict with the terms in a written and signed agreement, then the higher standard will apply.

[Statutory Authority: RCW 74.15.030. WSR 22-17-004, § 110-145-1430, filed 8/3/22, effective 10/1/22. WSR 18-14-078, recodified as § 110-145-1430, filed 6/29/18, effective 7/1/18. Statutory Authority: RCW 74.15.010, 74.15.030, 74.15.040, 74.15.090, 74.13.031, 74.39A.056, 43.43.832. WSR 18-11-138, § 388-145-1430, filed 5/23/18, effective 6/23/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-145-1430, filed 12/11/14, effective 1/11/15.]