



BEHAVIORAL HEALTH PROGRAM DIRECTOR

DEPARTMENT: Youth, Adult & Family Wellness

REPORTS TO: Vice President, YAFW

CLASSIFICATION: Non-Exempt

OF HOURS: Part-Time, 30 hrs

PAYRATE: D.O.E.

POSITION PROFILE:

Under the supervision of the Vice President of YAFW, provides overall coordination of the EPSDT and MHA programs. The Program Director is responsible for general management functions and contract compliance. Serves as a liaison between behavioral health and other SAY programs, community partners, County staff and the broader community.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Maintain budget and other fiscal reports required by multiple contracts and funding sources
- Supervise professional, para-professional and intern staff and conduct ongoing evaluation of staff performance as well as hiring and maintaining staffing for program
- Participates in staff training, including identification of training needs and coordination of training opportunities for project staff
- Oversees intakes, allocated case referrals and monitors caseload maintenance for behavioral health staff
- Provide appropriate information and referral services
- Facilitates crisis intervention and management
- Develops policies, procedures and record keeping systems as required
- Maintain accurate records, reports
- Manage contracts, including preparation of monthly reports, statistical compilations, liaison with contract monitors, service audits and contract negotiation
- Other tasks as assigned by the Vice President of Youth, Adult and Family Wellness

QUALIFICATIONS (Education, Experience and Certifications):

- LCSW, MFT in State of California
- Licensed 2+ years
- License in good standing with California Board of Behavioral Sciences
- 2 years of management experience and 3 years of clinical experience
- Experienced in meeting facilitation, coalition building and public speaking
- Access to reliable transportation and willing to use it for job-related tasks

KNOWLEDGE, SKILLS AND ABILITIES:

- The ability to take initiative, work independently, and manage multiple competing priorities
- Possess excellent supervisory skills and experience in staff development



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- Possess the ability to take initiative, be self-directed and work independently
- Communication skills necessary to establish and maintain effective working relationships with parents, collaborative partners and the public
- Knowledge/ability to support electronic and social media campaign strategies
- Demonstrates an entrepreneurial spirit and attitude
- Knowledge and understanding of socio-economic and multicultural issues in the community
- Well organized and detail oriented
- Community organizing skills
- Program management and problem solving skills
- Effective oral and written communication skills
- Have a driving record that complies with SAY Driving Policies

WORKING CONDITIONS:

ENVIRONMENT: Office setting. Job could include minimum to high intensity noise level.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, and talk or hear. The employee is occasionally required to walk; use hands and arms to perform repetitive motions; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Typically an office environment with adequate lighting and ventilation and a normal range of temperature and noise level. Moderate dexterity application of basic skills (calculator, keyboard, hand eye coordination).

MENTAL: Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, tactful and be able to provide professional leadership.

The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.