



STAR VISTA

StarVista JOB POSTING

Job Description: Department Director

Salary/Wage: DOE

Status: Full time, exempt

REPORTS TO: Chief Program Officer

POSITION PURPOSE AND OBJECTIVES:

Oversight of a department providing services to children, youth, adults and families including mental health, substance use and case management services. Department Director will provide direction to a StarVista department. Departments include Wellness and Recovery Services, Early Childhood and family Services, Youth Empowerment Services, and Clinical and Community Services. Ensure, through supervision of Program Managers/Program Directors in the department, that programs deliver high quality services consistent with the agency mission. Responsible to ensure that programs offer services reflecting the “best practices” in the field as defined by substantive research and practice data.

REQUIREMENTS:

1. Demonstrable and verifiable management skills and experience in providing successful supervisory oversight of program activities.
2. Demonstrable and verifiable clinical skills and experience in providing individual, group, and family services.
3. Fiscal skills required for management of program and department budgets, or willingness to learn.
4. Strong ethical principles reflected in practice, including a thorough understanding of client confidentiality requirements, appropriate clinical record keeping, and federal/state laws governing services delivered in each program.
5. Understanding of diversity issues, willingness to explore self in relation to these issues, and ability to provide culturally informed therapeutic services to diverse clientele.
6. Ability to tactfully and genuinely hold and communicate a management perspective in addition to seeking staff input and demonstrating sensitivity to staff concerns.
7. Strong organization, communication, supervisory, and leadership skills.
8. Ability to function as a member of a multidisciplinary team with diplomacy and professionalism.

9. Ability to work as a team member with upper management to accomplish tasks supporting the agency's mission.

ESSENTIAL FUNCTIONS:

1. Weekly supervision of Program Managers/Program Directors of multiple programs in the department.
2. Work as a team with agency to leadership to provide direction to all programs at agency.
3. Weekly meetings with the Chief Program Officer.
4. Attend stakeholder meetings as required by program contracts for services, and other meetings as assigned by the Chief Program Officer or essential to other department programs.
5. Attend internal meetings including but not limited to Executive Team Meetings, Clinical Services Meetings, Program Manager's Monthly Meetings, and other meetings as assigned by the Chief Program Officer or essential to whole agency functioning.
6. Attend program staff meetings at least once per month.
7. Maintain awareness of contract requirements for programs and ensure that these requirements are met.
8. Annual review and revision of program Policy and Procedure Manuals, work with Program Managers.
9. Meet as needed with the Chief Financial Officer to review budget issues of departmental programs.
10. Collaborate actively with the HR Manager, Chief Program Officer, and Chief Executive Officer on personnel issues in the department. Approve all program hires within the department to assure adherence with agency policy on minimum qualifications.
11. Monthly review of all program statistics to ensure adequate progress toward goals and outcomes, develop action plan with appropriate Program Manager if program is not on track.
12. Assure all requirements for state licensure/certification in each applicable program are met.
13. Assist Program Managers/Program Directors in developing annual draft budgets to present to the Chief Financial Officer.
14. Provide back-up clinical/management availability for Program Managers/Program Directors in their absence.
15. Maintain current awareness of issues in the field, specifically issues related to early childhood mental health, early childhood mental health consultation, domestic violence, trauma, and youth development.
16. Cultivate and maintain strong, positive relationships with colleagues in other agencies, administrators of county departments, and other community stakeholders.
17. Monthly review of all non-emergency incident reports. Immediate review of emergency incident reports.
18. Quality assurance of all program records; quarterly QA of each program to assure adherence with agency, county, state, and federal requirements.

19. Collection and editing of program annual reports.
20. Supervision of interns/trainees/post-docs as appropriate, as available, and as needed.
21. Other duties as assigned by the Chief Program Officer.

SUPERVISORY RESPONSIBILITY:

This position directly supervises the Program Managers/Program Directors of multiple programs in the department, as well as other staff in agency as needed.

WORKING CONDITIONS:

Work in a clinical environment, overseeing mid-level managers. Travel to and from work sites. Handle confidential information and documents, as well as potential crisis situations. A valid CA Driver's License; his/her own car and valid car insurance is required.

MINIMUM QUALIFICATIONS:

- Valid CA Driver's license, working car, proof of auto insurance and ability to pass fingerprint and TB clearance is required.
- Master's degree in counseling, psychology, social work, or a related field.
- Licensed as an MFT, LCSW or Psychologist, preferred. **If unlicensed, the position will be offered on an interim basis, and the candidate MUST obtain licensure within 2 years.**
- Two years post-license as an MFT, LCSW, or Psychologist and ability to supervise **preferred**.
- Demonstrable ability in providing consultation and supervision to program staff.
- Well organized, dependable, and punctual.
- Flexibility in meeting changing priorities as the work requires.
- Able to function as part of a team and possesses strong interpersonal skills.
- Leadership skills and abilities.
- Ability to organize, prioritize and manage multiple tasks to meet specific deadlines.

TO APPLY: Please email a detailed cover letter and resume to Stephanie Weisner, Chief Program Officer, at stephanie.weisner@star-vista.org

Posted 3/29/19

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StarVista is a private non-profit agency in San Mateo County that provides a wide array of free and low-cost services to help children, teens and adults who are dealing with substance abuse, domestic violence, mental health, relationship and communication issues. More information about the agency and its programs can be found at www.star-vista.org.