



JOB POSTING

Job Description: Program Manager

Program/Department: Transitional Youth Services (TYS) / Youth Empowerment Services

Status: Full Time, 32 - 40 hour work week, exempt; medical, dental, vision & vacation benefits.

Salary: DOE (depends on experience)

Reports To: Department Director of Youth Empowerment Services

PROGRAM DESCRIPTION: TYS provides housing assistance and case management services to youth ages 18-25 that have aged out of the foster care or probation systems. TYS consists of two main components: THP-Plus (Transitional Housing Placement Plus) and Aftercare. THP-Plus is a 24 month program that provides multiple housing options and case management. Aftercare provides ongoing case management services. TYS provides opportunities for youth to build on their strengths and expand their community of support. Youth develop skills, achieve their goals, and become self-sufficient adults.

GENERAL DUTIES:

- Provide oversight, guidance, program development and coordination of services.
- Oversight of a 9-bed single site residential facility for emancipated youth and youth placed in host homes or apartments scattered throughout San Mateo County.
- Supervision of overnight residential counselors, case management staff, and clinical supervision of interns.
- Ensure that records are maintained in accordance with appropriate standards. Create and implement quality assurance processes.
- Monitor financials; participate in grant writing; and write reports detailing program goals and outcomes.
- Direct contact and clinical services with young adults including group work.
- Some driving required.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in counseling, psychology, social work or a related field.
- Valid CA Driver's license, working car, proof of auto insurance and ability to pass fingerprint and TB clearance is required.
- Demonstrable and verifiable management and leadership experience.
- Experience providing residential and psychotherapy/clinical services to adolescents and young adults.
- Must have demonstrated ability to collaborate with multiple parties, provide clinical guidance to team, and develop community-based programs.
- Knowledge of foster youth service delivery is essential to success in this position.

PREFERRED QUALIFICATIONS: Master's degree in counseling, psychology, social work or a related field (i.e. MSW or MS/MA). Bilingual Spanish preferred. License as an MFT, LCSW or Psychologist preferred. Preferred two years licensed (PSY, MFT, LCSW), with the ability to supervise interns.

TO APPLY: Please email a detailed cover letter and resume to Department Director, Peter Ehrhorn, at peter.ehrhorn@star-vista.org

Posted 2/7/19

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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.