



STAR VISTA

JOB DESCRIPTION: Program Manager for Early Childhood Community Team (ECCT)

STATUS: 20 hours/week

REPORTS TO: Early Childhood and Family Services Department Director

POSITION PURPOSE AND OBJECTIVES:

The Program Manager will provide leadership and supervision to Community Workers and Mental Health Clinicians in a community-based program utilizing a home visiting and multidisciplinary model. A focus on collaboration across disciplines is integral.

ECCT provides home and community-based support services to families with children aged 0-5 throughout San Mateo County facing stressors such as homelessness, domestic violence, mental illness, and financial hardship.

The Program Manager works as part of a team within the Early Childhood and Family Services Department to provide leadership and program development within the department. The Program Manager is responsible for managing the program budget, grant requirements, and ensuring the program's successful implementation in accordance to its Scope of Work. This position includes community outreach, participation in community/partner meetings, participation in quality assurance procedures and ensuring standards of practice.

A successful candidate for this position will have proven history working with children and families, and will be able to communicate a sense of passion and commitment to supporting clinical programming. A licensed or license track candidate is highly preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong leadership skills, and proven experience providing support and oversight to programs
- A strong reflective capacity and thoughtful approach to supervision and program development
- Advanced knowledge of prenatal, infant and child development, attachment, trauma, and other principles of infant and early childhood mental health.
- Experience with home visiting programs and community-based work
- Strong written and oral communication skills; excellent organizational skills
- Strong computer skills. Comfort with Word, Excel, PowerPoint and client database
- Knowledge of San Mateo County resources
- Excellent understanding of diversity issues, willingness to explore self in relation to these issues, and ability to provide culturally informed supervision to staff working with a diverse clientele

- Strong ability to collaborate and partner with staff and community partners

DUTIES AND RESPONSIBILITIES:

- Through strong leadership skills, guide the mission and vision of ECCT, ensuring that services meet funding requirements and follow best practices
- Ensure ongoing and strong collaboration with other StarVista programs
- Lead a team of Community Workers and Clinicians to develop and coordinate services for clients, while monitoring caseload requirements
- Track incoming referrals and work closely with Intake Coordinator to determine family needs and assign and prioritize cases as needed.
- Identify training needs and work closely with Department Director to develop appropriate trainings for staff
- Manage the program to ensure that high quality services are consistently delivered and the records are maintained in accordance with appropriate standards.
- Manage program budget and multiple funding streams. Ensure that program services are meeting expectations outlined in the program's Scope of Work
- Complete reporting and data compilation requirements for multiple funding streams
- Conduct outreach to the community to inform the community about our program and to generate referrals. Attend community meetings and workgroups relevant to early childhood work
- Quality Assurance including documenting all activities and completing program evaluation materials and other record keeping functions as required by StarVista and the program's funders
- Protect confidentiality of clients according to State, Federal and Professional guidelines
- Perform ongoing administrative duties including approving timesheets and mileage, ordering program supplies, and managing office space
- Facilitate staff meetings and staff trainings, as needed
- Maintain partnerships with community partners and sites
- Attend agency and departmental meetings as indicated
- Maintain current awareness of clinical issues related to programming and best practices
- Manage program's staff recruitment, including job postings, interviews, and hiring decisions
- Other duties as assigned

SUPERVISORY RESPONSIBILITY:

This position directly supervises a team of up to 8 staff

WORKING CONDITIONS:

Work as part of multidisciplinary team in an office environment. Provide treatment services in homes and in office environment. Travel to and from work sites. Handle confidential information and documents, as well as potential crisis situations.

MINIMUM QUALIFICATIONS:

- Master's degree in counseling, psychology, social work or a related field.

- Licensed as LMFT, LCSW, or Psychologist preferred.
- Culturally sensitive and aware, bilingual Spanish Speaking preferred.
- Valid CA Driver's license, working car, proof of auto insurance and ability to pass fingerprint and TB clearance is required.

SUCCESS FACTORS:

- Able to function as part of a team and possesses strong interpersonal skills.
- Enjoys working with children and their parents.
- Well organized, dependable, and professional
- Flexibility in meeting changing priorities and managing multiple tasks as the work requires.
- Reflective leadership style

POSITION STATUS: Reports to Department Director; part time, with partial benefits include health, dental, vision, pro-rated sick leave, vacation, personal days, holiday pay.

TO APPLY: Please submit resume and cover letter of why you are interested in this position to narges.dillon@star-vista.org

StarVista is a non-profit organization dedicated to transforming the lives of children, young people, adults, and families across San Mateo County. More information about the agency and its programs can be found at www.star-vista.org.