



STAR VISTA

StarVista Job Posting

JOB TITLE: Program Coordinator and Mental Health Clinician
PROGRAM: Archway Federal Probation Program
REPORTS TO: Program Director
Position Status: 20-40 hour/week position based on applicant interest with benefits

POSITION PURPOSE AND OBJECTIVES:

The Program Coordinator oversees the day to day operations of the Archway Federal Probation Program located in Redwood City and sees clients in the program. The Federal Probation Program works with individuals who are offered mental health and substance abuse treatment as a part of their probation through US District Court. Program Coordinator will work closely with the Program Director and the Coordinator will oversee staff and interns, collaborate with Probation officers as well as contracted psychiatrist, oversee contract requirements and internal audits, and provide clinical services to clients.

Job Requirements:

1. Represent Archway and StarVista in the community at large to promote the agency services and responsible for smooth operation of program activities.
2. Work with Program Director to communicate and maintain relationships with our partners and with the Federal Probation Department.
3. Attend county and agency meetings as needed to support the program.
4. Oversee monthly reporting and other contract requirements; work with Program Director to prepare and respond to audits; oversee documentation and compliance related to the program.
5. Review and respond to audits, incident reports, and other needs in collaboration with the Program Director.
6. Provide support and training to staff and interns and provide opportunities for professional development.
7. Participate actively in the assessment and development of client treatment plans.
8. Coordinate with contracted psychiatrist to support client needs and manage medication compliance.
9. Provide mental health and substance use counseling, primarily individually with clients but also couples and families on occasion.
10. Assign new clients to clinicians and maintain accurate client list.
11. Conduct internal audits periodically.
12. Opportunities for staff to do group work and see clients in Archway's Driving Under the Influence, Domestic Violence, or Deferred Entry to Judgment (DEJ) programs if desired.
13. Maintain current awareness of issues related to programming and best practices.

14. Coordinate quality assurance efforts with respect to documentation. Ensure the maintenance of confidential information and records, abiding by HIPAA.
15. Utilize leadership skills in maximizing program quality improvement.
16. Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Demonstrable skills and experience in providing supervisory oversight.
2. Understanding of diversity issues, willingness to explore self in relation to these issues, and ability to provide cultural humble therapeutic services to diverse clients.
3. Appropriate written and verbal communication skills.
4. Demonstrable counseling skills with a strength-based, client-centered approach.
5. Strong ethical principles reflected in practice, including knowledge and understanding of mandated reporting and client confidentiality requirements, including but not limited to HIPAA.
6. Knowledge of community resources, referrals and follow-up case management strategies. Experience and desire to learn to work with court-referred clients.
7. Ability to work as a team member in a supportive and professional way and be able to accomplish tasks supporting the agency's mission.
8. Ability to work well independently, be flexible, and to have a strong team approach that involves the Program Director and other agency representatives as appropriate.
9. Ability to problem-solve and/or seek consultation and assistance in finding solutions.
10. Ability to develop and maintain strong working relationships with community agencies, clients, and staff.

WORKING CONDITIONS:

Work in a therapeutic, strengths-based environment, coordinating and overseeing implementation of the Federal Probation Program with a multidisciplinary team in an office environment. Handle confidential information and documents as well as crisis situations.

MINIMUM QUALIFICATIONS:

A Master's or Doctorate degree in Psychology, Counseling, or social work from an accredited program, registered with the BBS, licensed or license eligible. Bilingual Spanish preferred but not required.

**Please send resume and cover letter to Program Manager Martha Greene:
martha.greene@star-vista.org**