



STAR VISTA

JOB POSTING

Job Description: Counseling Center Program Manager

Department: StarVista

Salary/Wage: Salary, DOE

Status: 30 - 40 Hours Week, Exempt

REQUIREMENTS: StarVista seeking a creative, dedicated, innovative and energetic Counseling Center Program Manager/Director. Position includes coordinating clinical services for clients, program oversight and development, administrative supervision of diverse population and staff, and clinical supervision of interns. Program Manager/Director directs documentation procedures. The Counseling Center Program consists of the StarVista Counseling Center, located in San Mateo, Daly City and Pacifica. This position may have direct service hours and carry a case load of clients.

PROGRAM DESCRIPTIONS:

- StarVista Counseling Center - our family-centered outpatient mental health service provides a wide array of low-cost sliding scale, and MediCal therapeutic services to help children, youth, adults, couples and families who are dealing with life stressors including, trauma, substance abuse, domestic violence, mental health, relationship and communication issues, in a supportive and nonjudgmental environment.
- Diversion Services - Provides affordable individual, family and group counseling for young people who are at-risk of increased contact with the legal system.
- Community based contract services.

MINIMUM QUALIFICATIONS: Successful management experience and well developed leadership skills required. In addition the following are essential to success in this position:

- Demonstrable and verifiable skills, abilities, and qualities commensurate with specific position requirements.
- Licensed through the California BBS or BOP (PSY, MFT, LCSW, LPCC), and two years licensed with the ability to supervise interns preferred, licensing track candidates will be considered.
- Demonstrated ability to collaborate with multiple parties, provide clinical guidance to team, and develop community based programs.
- Knowledge of outpatient mental health service delivery, marketing clinical services, and working with children and their families.
- Experience working with MediCal.
- English/Spanish Bilingual skills preferred.
- Excellent written and oral communication and interpersonal skills.
- Demonstrated ability to collaborate and negotiate.
- Demonstrated ability to work in and lead teams.
- Proficiency in computer skills.

Responsibilities: Include but are not limited to:

- Maintain operating policies, procedures and staffing to meet program needs.
- Gather data as required to accurately measure quality services.
- Ensure timely and effective availability of client support services, address client complaints and facilitate prompt resolution, develop methods to evaluate client satisfaction and progress.
- Provide leadership and vision in maintaining an efficient and effective service delivery system within the three programs.
- Plan for long and short-term human resource needs of the programs
- Interview and select staff, interns and trainees. Develop hiring standards that are consistent with the StarVista's philosophy, and that promote retention.
- Supervise all program staff, interns and trainees. Evaluate performance on a formal and informal basis.
- Create a work climate that encourages positive staff morale, motivation and commitment to excellence.
- Apply interpersonal skills to maintain an open communication network among program staff, local schools, police departments and other stakeholders well as within the StarVista's programs.

In each service, clients are able to learn new coping strategies, develop personal strengths, change negative patterns and increase relationship skills.

TO APPLY: Send cover/resume to Dr. Clarise Blanchard, Clinical Director, cblanchard@star-vista.org, or fax to 650-591-9750 designating position desired.

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