



STAR VISTA

JOB OPENING

JOB TITLE: PROGRAM MANAGER/PROGRAM DIRECTOR

PROGRAM: PACIFICA/SAN BRUNO/SSF DRIVING UNDER THE INFLUENCE (DUI) PROGRAMS

STATUS/SALARY: Full Time (Exempt), 30+ hours per week, DOE

REPORTS TO: Clinical Director

POSITION PURPOSE AND OBJECTIVES:

Oversee day to day operations of facilities providing counseling services to individuals arrested and convicted of alcohol and drug related offenses. Oversee day to day operations of the StarVista Pacifica/San Bruno/SSF Driving Under the Influence (DUI) programs including wet/reckless, 3 month, 6 month, 9 month and 18 month programs. Ensure that all program are in strict compliance with State of California and County of San Mateo requirements of program. Clients are mandated to programs from Superior Court system and are generally on formal or informal probation. Oversee scheduling, intakes, group assignments, individual session requirements, transfers, completion of program and closure of files. Provide services as needed in program. Oversee careful attention to documentation and file audits. Perform assessment of substance abuse history and patterns to assist staff in treatment planning. Ensure the programs provide supportive, ethically appropriate, culturally informed services congruent with agency philosophy to clients. Attend county DUI and treatment provider meetings.

ESSENTIAL FUNCTIONS and RESPONSIBILITIES:

1. Responsible for smooth operation of daily program activities.
2. Assure consistency of the program activities with agency vision and plan.
3. Conduct individual supervision with staff.
4. Attend meetings including: Alcohol and Drug Providers meetings; monthly Program Managers meetings; weekly individual supervision with Department Director; DUI providers meetings.
5. Provide regular information for staff from meetings above when appropriate. Coordinate and assure productive communication between STARVISTA management staff and program staff.
6. Compile agenda items and lead regularly scheduled weekly staff meetings.
7. Coordinate staff recruitment efforts with Department Director. Screen applicants and hire relief counselors with input from Department Director. Schedule formal interviews for relief staff and applicants seeking regular staff positions.

8. Ensure appropriateness of client admissions and services provided by counseling staff.
9. Provide counseling, individual and group, supervision, and other services as needed.
10. Review and respond to incident reports.
11. Review timesheets with Lead Counselor and sign them. Supply timesheets to HR by Monday 12 noon.
12. Provide consistent on call supervision of program. Communicate closely with the Dept. Director regarding crisis calls and incidents requiring management level response.
13. Provide back up on call coverage for scheduling issues.
14. Ensure appropriate and positive relationships with probation, law enforcement and county agencies.
15. Supervise staff that hold a Certificate that meets the Counselor Certification Regulations, Title 9, Division 4, Chapter 8, in Alcohol and other Drug services. Arrange supervision for ASW, MFT and LPC associates.
16. Ensure timely submission of monthly, quarterly and annual statistics to StarVista.
17. Maintain compliant fiscal records of all money managed at each site. Submit collected fees on a weekly basis.
18. Oversee quality assurance with respect to documentation and record keeping of all staff. Ensure the maintenance of confidential records and case notes/progress notes documenting interventions and interactions with clients. Abide by all HIPAA regulations.
19. Responsible for cleanliness of the facility and reporting of facility maintenance needs to the STARVISTA facility representative and to the Dept. Director.
20. Assist with program development and marketing activities in conjunction with the Department Director and Executive Director.
21. Other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Demonstrable and verifiable management skills and experience in providing successful supervisory oversight of treatment program activities.
2. Strong ethical principles reflected in practice, including a thorough understanding of client confidentiality requirements, including but not limited to HIPPA.
3. Understanding of diversity issues, willingness to explore self in relation to these issues, and ability to provide culturally informed therapeutic services to diverse clientele.
4. Strong organizational, communication, supervisory and management skills.
5. Ability to function as a member of a multidisciplinary team with diplomacy and professionalism.

6. Ability to work as a team member with upper management to accomplish tasks supporting the agency's mission.
7. Demonstrable and verifiable drug and alcohol counseling skills and experience in providing individual and group intervention.

SUPERVISORY RESPONSIBILITY:

Provide and/or arrange for supervision of all staff.

WORKING CONDITIONS:

Working in a safe space, managing the provision of supervision, counseling and referral services to clients referred by Superior Court and/or probation. Oversee facility, during operational hours. Work in a clinical environment, managing the provision of supervision and overseeing treatment services to a mandated and challenging population.

MINIMUM QUALIFICATIONS:

Demonstrable and verifiable skills, abilities and qualities commensurate with specific position requirements. 3 years or more working with AOD/SUD population. Successful management experience. Successful candidate will hold a Certificate that meets the Counselor Certification Regulations, Title 9, Division 4, Chapter 8, in Alcohol and other Drug services, or a graduate degree in Social Work, Marriage and family therapy, LPCC or Psychology (Licensed or License eligible), with capacity to supervise Drug and Alcohol Counselors.

SUCCESS FACTORS:

1. Enjoys supervision of staff and day to day program management.
2. Adept at providing counseling services to clients.
3. Interest in working with individuals under the influence of substances and/or addicted to drugs and/or alcohol.
4. Strength based orientation to client assessment and treatment.
5. Understanding of and ability to work within a "harm reduction" model of substance abuse treatment.
6. Ability to work with effectively with court mandated clients.
7. Ability to work effectively with professionals from other organizations.
8. Well-developed communication and organizational skills.
9. Ability to prioritize management tasks and meets deadlines.
10. Collaborates actively with upper management to ensure the success of the program. Reflects the organizational approach to supervision and management.
11. Supportive of agency direction, purpose and mission.

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12. Flexible in meeting changing priorities as the work requires.
13. Able to make logical and sound decisions for appropriate and effective results, understanding of when to seek help rather than use own judgment.

APPLY TO:

Please e-mail resume and cover letter of why you are interested in this position to Clarise Blanchard, PhD, MFT at cblanchard@star-vista.org