



## STAR VISTA

### JOB POSTING

**JOB TITLE:** INSIGHTS PROGRAM COORDINATOR

**PROGRAM:** INSIGHTS PROGRAM

**SALARY/WAGE:** DOE

**STATUS:** NON-EXEMPT, 40 HRS/WK

**REPORTS TO:** PROGRAM MANAGER

### **POSITION PURPOSE AND OBJECTIVES:**

Includes oversight of day-to-day operations of Daly City and Redwood City outpatient treatment centers serving adolescents with co-occurring substance abuse and mental health disorders. Coordinator is to provide intake assessments, individual, group, family and psycho-educational services for clients. Program Coordinator is to conduct intakes and assign clients to clinicians and groups, as needed. Coordinator is to oversee on-site clinicians and collaborate with program manager/director and clinical supervisors to ensure that high quality substance abuse and mental health services consistent with the agency mission are delivered. Coordinator is to assist with maintaining order and cleanliness of site. Coordinator is to assist with training staff, facilitating clinician compliance with paperwork as well as compliance with data organization and collection.

### **ESSENTIAL FUNCTIONS:**

1. Weekly supervision with Clinical Supervisor and other staff as appropriate.
2. Weekly meetings with program manager/director
3. Attend internal meetings including case consultation meetings and other meetings as assigned by program manager.
4. Coordinate staff recruitment efforts and training of new trainees, interns and staff in conjunction with the program manager.
5. Develop and maintain plan to ensure staff representation at team meetings.
6. Review and ensure appropriateness of client referrals; make admission decisions and assign clients to clinicians and groups.
7. Responsible for compliance with program guidelines regarding client behavior within the program. Lead the process team when an infraction occurs on site. Communicate actively with program manager/director in such instances.
8. Provide individual, group, assessment, and psycho-educational services for clients.
9. Participate actively in the assessment of clients and the development of client treatment and aftercare plans.
10. Maintain confidential records and case notes documenting interventions with clients.
11. Ensure timely submission of monthly, quarterly, and annual statistics to StarVista Insights administrative team and program manager. Review all program statistics monthly

to ensure adequate progress toward goals and outcomes, develop action plan in conjunction with program manager if program is not on track.

12. Maintain awareness of contract requirements for programs and ensure that these requirements are met.

13. Ensure timely submission of monthly billings to main office, which could involve driving receipts and other money to San Carlos or RWC on the first of the month.

14. Responsible for facility cleanliness and reporting facility maintenance needs to the office manager and/or program manager.

15. Maintain current awareness of issues in the field, specifically issues related to co-occurring disorder assessment and treatment.

16. Cultivate and maintain strong, positive relationships with colleagues in other programs, administrators of county departments, and other community stakeholders.

16. Collaborate with quality assurance plans for all programs' records and assure files are ready for quarterly QA, maintaining adherence with agency, county, state, and federal requirements.

17. Other duties as assigned by the program manager or department.

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

1. Demonstrable and verifiable coordination/management skills and experience in providing successful supervisory oversight of treatment program activities.
2. Demonstrable and verifiable clinical skills and experience in providing individual, group, and family services. Significant understanding of special issues of individuals referred to substance abuse treatment through law enforcement avenues and individuals involved in multiple county systems.
3. Strong ethical principles reflected in practice, including a thorough understanding of client confidentiality requirements, appropriate clinical record keeping, and federal/state laws governing services delivered in each program.
4. Understanding of diversity issues, willingness to explore self in relation to these issues, and ability to provide culturally informed therapeutic services to diverse clientele.
5. Ability to tactfully and genuinely hold and communicate a management perspective in addition to seeking staff input and demonstrating sensitivity to staff concerns.
6. Strong organization, communication, supervisory, and leadership skills.
7. Ability to function as a member of a multidisciplinary team with diplomacy and professionalism.
8. Ability to work as a team member with staff and upper management to accomplish tasks supporting the agency's mission.

### **SUPERVISORY RESPONSIBILITY:**

Oversee and support intern/trainee staff around casework and paperwork/documentation.

**WORKING CONDITIONS:**

Work in a clinical environment, collaborating with management and clinical supervisors to oversee clinicians providing substance abuse and/or mental health services for adolescents, most of who are court-ordered.

**MINIMUM QUALIFICATIONS:**

Must have demonstrable and verifiable skills, abilities, and qualities commensurate with specific position requirements. Must have Graduate degree in Social Work, Family Therapy, or Psychology. Registered with the BBS.

**SUCCESS FACTORS:**

1. Commitment to high standards in clinical practice and familiar with best practices in areas of clinical service.
2. Adept at providing clinical services to clients.
3. Enjoys working with adolescents involved in multiple county systems. Strong interest in system integration efforts and case management.
4. Interest in working with individuals and families of disadvantaged socioeconomic status.
5. Strength based orientation to client and family assessment and treatment.
6. Understanding of and ability to work within a “harm reduction” model of substance abuse treatment.
7. Ability to work as a member of a management team and to promote positive team collaboration and functioning.
8. Ability to work effectively with professionals from other organizations.
9. Well-developed communication and organization skills.
10. Ability to prioritize management tasks and meets deadlines.
11. Collaborates actively with upper management to ensure the success of the program. Reflects strong, principled leadership approach to supervision and coordination/management.
12. Supportive of agency direction, purpose, and mission.
13. Flexibility in meeting new and changing program requirements, as the work dictates.
14. Able to make logical and sound decisions for appropriate and effective results, and to rely on consultation when and where appropriate.

**POSITION STATUS:**

Reports to the Program Director

Non-Exempt, 40 hrs/week, Benefits include health, dental, and vision, pro-rated sick leave, vacation, personal days, and holiday pay.

**TO APPLY:**

Please e-mail resume to Jessica Sanchez, AMFT, Program Manager of Insights, [Jessica.Sanchez-Martinez@star-vista.org](mailto:Jessica.Sanchez-Martinez@star-vista.org)

**Revised on 8/13/2019**