



STAR VISTA

JOB OPENING

JOB TITLE: PROGRAM MANAGER/PROGRAM DIRECTOR

PROGRAM: FIRST CHANCE

STATUS/SALARY: Full Time (Exempt), 40 hours per week, DOE

REPORTS TO: Clinical Director

POSITION PURPOSE AND OBJECTIVES:

Oversee day to day operations of facility providing sobering, counseling and referral services, and respite to individuals arrested for alcohol and drug related offenses, referred by emergency departments, or referred by other partner agencies including law enforcement and the health system. Oversee day to day operations of the Outpatient clinic that provides clinical services to dually diagnosed individuals referred from AOD and the court system under Drug Medical. Perform assessment of substance abuse history and patterns to assist staff in treatment planning. Provide services as needed in program. Ensure the programs provide supportive, ethically appropriate, culturally informed services congruent with agency philosophy to clients. Oversee day to day operations of the Integrated Medication Assisted Treatment (IMAT) program in collaboration with San Mateo County General Hospital. Oversee day to day operations in expanding First Chance Sobering Station to include a 4 bed Detox Facility.

ESSENTIAL FUNCTIONS and RESPONSIBILITIES:

1. Responsible for smooth operation of daily program activities of First Chance.
2. Assure consistency of the program activities with agency vision and plan.
3. Conduct individual supervision with regular staff and monthly supervision with relief staff.
4. Attend meetings including: Alcohol and Drug Providers meetings; monthly Program Managers meetings; bi-weekly departmental meetings; weekly individual supervision with Department Director; Healthcare for the Homeless and Farmworkers, Human Trafficking Initiative, and quarterly police chief's meetings.
5. Provide regular information for FC staff from meetings above when appropriate. Coordinate and assure productive communication between STARVISTA management staff and other department and FC staff.
6. Compile agenda items and lead regularly scheduled staff meetings.
7. Coordinate staff recruitment and retention efforts with Department Director.

8. Review and ensure appropriateness of client admissions and services provided by counseling staff.
9. Review and respond to incident reports.
10. Provide consistent on call supervision of program. Communicate closely with the Dept. Director regarding crisis calls and incidents requiring management level response.
11. Provide counseling, individual and group, supervision, and other services as needed.
12. Provide back up on call coverage for scheduling issues.
13. Ensure appropriate and positive relationships with law enforcement and county agencies.
14. Conduct briefings/meetings with participating police departments; typically on a quarterly basis.
15. Train officers in the Police Academy about the utilization of First Chance when invited. provide other community training as needed.
16. Supervise ASW, MFT and LPC interns, and certified staff as needed and/or required.
17. Ensure timely submission of monthly, quarterly and annual statistics to StarVista and to participating entities of First Chance.
18. Provide and coordinate ongoing training for staff.
19. 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. Follow Drug Medical guidelines for compliance. Abide by all HIPAA regulations.
20. Responsible for cleanliness of the facility and reporting of facility maintenance needs to the STARVISTA facility representative and to the Dept. Director.
21. Assist with program development and marketing activities in conjunction with the Department Director and Executive Director.
22. 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:

FC regular counselors, FC lead counselors for both Outpatient and Sobering Stations, relief counselors, file checkers, data manager and individual and group counseling services, IMAT case managers. Provide or arrange for supervision for all staff.

WORKING CONDITIONS:

Working in a safe space, and sobering station environment, managing the provision of supervision, counseling and referral services to clients referred by local law enforcement agencies and hospitals. Oversee facility, operating 24 hours a day, 7 days a week 52 weeks a year. Work in a clinical environment, managing the provision of supervision and overseeing outpatient treatment services to a dually diagnosed 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. Graduate degree in Social Work, Marriage and family therapy, LPCC or Psychology (Licensed or License eligible) preferred, with capacity to supervise Drug and Alcohol Counselor, or holds a Certificate that meets the Counselor Certification Regulations, Title 9, Division 4, Chapter 8, in Alcohol and other Drug services.

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 effectively with law enforcement officers and officials.
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