



STAR VISTA

JOB POSTING

Job Description: Program Manager

Program/ Department: G.I.R.L.S/Youth Empowerment Services

Status: Full time, exempt

DESCRIPTION: This unique role manages mental health programming for at-risk youth in the juvenile justice system at two distinct locations: Margaret J. Kemp Camp (GIRLS) and the Youth Services Center (Juvenile Hall). The Program Manager works with a dedicated staff of professionals to provide trauma-informed, culturally sensitive mental health and case management services to youth and families involved with the Juvenile Justice system. The role works closely with San Mateo County Probation (SMCP) and Behavioral Health and Recovery Services (BHRS) and other community partners serving this youth population. The programs are holistic in design, with an overarching goal to improve the overall functioning level of our clients, including psychological well-being, physical health, emotional stability, family/social interactions, occupational readiness, intellectual growth, and spiritual understanding. This position involves a great deal of collaboration with partnering agencies and requires a manager who can strongly advocate for the program and the clients. Here are descriptions of each of the two programs:

G.I.R.L.S (Gaining Independence and Reclaiming Lives Successfully) is an intensive court-mandated program that provides assessment, counseling, and case management services for incarcerated girls aged 13 – 18 who have been committed to incarceration at Margaret J. Kemp camp. Program goals are to improve psychological well-being, physical health, emotional stability, family/social interactions, occupational readiness, and intellectual growth.

Institutions programming provides individual and group therapy to youth incarcerated at the Youth Services Center (Juvenile Hall) and case management upon re-entry into the community. This program requires collaboration with various service providers and the probation department to reduce recidivism rates and lower substance abuse concerns based on evidenced-based treatments: Seeking Safety and Aggressive Replacement Therapy.

GENERAL DUTIES / RESPONSIBILITIES:

- Coordinate high-quality case management, clinical care, trauma-informed and strength-based counseling services for adolescents.
- Participate actively in the assessment of clients and the development of client treatment and aftercare plans.
- Provide and/or coordinate supervision for a dynamic team of clinical staff and interns.
- Ensure records are maintained in accordance with appropriate standards. Create and implement quality assurance processes.
- Support the clinical team in achieving 100% compliance with Medi-Cal documentation and Avatar requirements.
- Manage and review all program statistics to ensure adequate progress toward goals and outcomes.
- Maintain awareness of all contract requirements and ensure all requirements are met.
- Cultivate and maintain strong, positive relationships with colleagues in other agencies, administrators of county departments, and other community stakeholders.
- Monitor financials and work within budgetary allowances.
- Participate in grant writing; and write reports detailing program goals and outcomes.
- Ensure timely submission of monthly, quarterly, and annual statistics to agency, as required.

- Other duties and special projects assigned, as deemed necessary.

MINIMUM QUALIFICATIONS: Successful management experience, with well developed leadership skills. Demonstrated administrative and quality assurance skills. Experience working in the juvenile justice/probation system with a general knowledge of corrections and forensic psychology preferred. Graduate degree in Social Work, Family Therapy, Counseling, or Psychology. Licensed in California as either Social Worker, Marriage and Family Therapist, Psychologist, or LPCC.

PREFERED QUALIFICATIONS: California two-year Licensed LCSW, LMFT, LPCC or Ph.D., with clinical supervisory experience. **Bilingual Spanish applicants are encouraged to apply.**

TO APPLY: Please fax a detailed cover letter and resume to Director of Youth Empowerment Services, Daryl Tilghman at daryl.tilghman@star-vista.org.

Posted 5/28/2021

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StarVista is a private non-profit agency in San Mateo County that provides a wide array of free and low-cost services to help children, teens and adults who are dealing with substance abuse, domestic violence, mental health, relationship, and communication issues. More information about the agency and its programs can be found at www.star-vista.org.