



LA CHEIM SCHOOL, INC.



Job Description

Job Title: Associate Program Director of TBS & Youth Community Wellness Services

Work Location: El Sobrante, CA

Division/Department: Therapeutic Behavioral Services (TBS)

Reports to: Chief Executive Director (CEO)

Full-time
 Part-time

Exempt
 Nonexempt

Principal Responsibilities:

1. Administration

- High level oversight of the day-to-day operations of multiple programs ensuring the execution of program contracts as outlined.
- Generate strategies/practices to monitor department progress toward strategic and business priorities and contractual obligations.
- Stay abreast of routine evidenced based practices service standards and program operation standards to ensure program innovation, effectiveness, and efficiency.
- Support with grant identification and writing as indicated to generate additional program revenue
- High level oversight of program budget ensuring costs are in alignment with budget projections monthly (mindful program operations).
- Be proactive in identifying department challenges and creating responsive solutions to ensure appropriate program operations.
- Generate appropriate program policies, procedures, and infrastructure to ensure smooth/agile team performance and resilience in the face of unexpected changes.
- Lead and design in a manner that demonstrates cultural competence, inclusion, and fairness.
- Generate high level reports inclusive of critical indicators to track community needs, and program performance, and personnel engagement to ensure consistency and efficiency across programs.
- Partner with CEO and other evaluation and continuous quality improvement personnel in the design and execution of evaluation and CQI strategies that ensure optimal program performance.
- Create and maintain strong relationships with a diverse list of community partners ensuring a strong pipeline of potential employees and clients.
- Keep Senior Management informed with detailed and accurate reports and presentations.
- Provide report to CEO with an overview of the department twice a month: Reports include the number of clients per month, estimation of how many clients are terminating, projection of revenue, events, any county updates.
- Ensure required resources are on hand to ensure smooth program operations.

2. Supervisor Responsibilities

- Provide training, mentorship, and coaching to program leadership (managers, coordinators) ensuring they have the capacity to oversee the day-to-day operations of assigned staff and programs.
- Monitor hiring trends and work with leadership team to ensure a strong workforce
- Actively coordinate with the team to attend local meetings as indicated.
- Communicate with staff new policy changes and direction from the senior team and support their execution of new policies.
- Interface with other county providers as needed to build, reinforce connection, and ensure solid

partnership.

- Prepare evaluations for direct reports

Other

- Other duties as assigned by the Chief Executive Officer

Qualifications:

- Five Years Clinical Experience, three with an SMI adult population
- Three years of successful administrative/management experience
- Two years of supervising interns
- Valid California Driver's License and Automotive Insurance
- Criminal Record Clearance (Live Scan)
- TB Clearance

Physical Requirements:

The following is the extent of the specific activity required for this position:

- *Stairs – climbing stairs up to 20 – up to 2-4 hours, not continuously*
- *Sitting – up to 2 hours, not continuously; standing – up to 4 hours, not continuously*
- *Walking – up to 2 hours, not continuously; bending over – up to 1 hour, not continuously*
- *Crawling – up to 0 hours; climbing – up to 0 hours, reaching overhead – up to a few minutes*
- *Crouching – up to ½ hour, not continuously; kneeling – up to a few minutes*
- *Balancing – up to 0 hours; pushing or pulling – up to a few minutes*
- *Lifting or carrying – 25 pounds or less; repetitive use of feet – up to 0 hours*
- *Repetitive use of hands – up to 0 hours*
- *Grasping – with one or both, simple and firm, for up to 1 hour, not continuously*
- *Fine dexterity - either hand up to 1 hour, not continuously Auditory and visual acuity – 8 hours within normal limits and maybe with glasses, contact lenses, or hearing aids.*
- *Driving cars and vans; Exposure to uneven concrete and blacktop*
- *Exposure to normal dust, heat, and noise*
- *Exposure to emotionally disturbed students who may be physically and verbally violent and require safe physical management*
- *Frequent exposure to office equipment.*

Equal Opportunity Employer

La Cheim School, Inc. is committed to diversity in its programming and in creating a staff reflective of the populations of the San Francisco Bay Area. We encourage and actively recruit applicants representing a diversity of color, age, sex, race, religion, national origin, physical ability, sexual orientation, or political affiliation.

Print Employee Name:

Employee Signature:

Date:

