

JOB ANNOUNCEMENT

POSITION: Program Manager

FILING DEADLINE: Applications with resumes are being accepted until the position is filled.
Applications and detailed job descriptions may be obtained at the above address.

DESCRIPTION OF DUTIES: Reporting directly to the Executive Director, the Program Manager is responsible for the day-to-day programmatic management of the agency. Position responsibilities include: direct supervision of program staff; leadership regarding the structure and processes necessary to manage the organization's projected growth and current activities with a focus on accountability and building capacity in appropriate areas; overseeing the internal day-to-day programmatic operations of the agency, including grant and contract management, budget development and monitoring, reports, and policies and procedures; ensuring organizational compliance with all applicable laws and regulations; and direct oversight of facilities management and logistics, maintenance of information technology systems, procurement and contracts. The Program Manager will serve as an integral part of the leadership team in developing and implementing strategic plans and goal.

Provide coordination of social service program to clients at Christie's Place. Primary responsibilities include program coordination and administration, evaluation and implementation of new services, staff development and continuous quality improvement services. Responsible for planning, organizing, managing, and coordinating the programmatic, administrative, and operational activities in support of assigned and multiple program areas. Responsible for promoting, coordinating, and participating in collaborative activities and projects. Perform full range of social work duties and case management responsibilities for women, children and families living with HIV disease. Function as a proactive and positive member of a program management team within the organization.

Serve as the agency's resource coordinator, charged with identifying, researching, building linkages with and coordinating community resources for women, children and families. Primary responsibilities include building and prioritizing linkages with key points of entry to ensure access by women, children and families to a full range of healthcare and social services. Other responsibilities include educating providers about issues and special needs related to women, children and families with HIV/AIDS (including sensitivity to mental health and substance abuse, encouraging providers to develop necessary skills to deliver services to this population).

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described. Rather, they are intended only to describe the general nature of the job.

POSITION REQUIREMENTS:

MA/MSW required as well as a combination of education, experience, knowledge and abilities to successfully perform the duties assigned to the position, LCSW or MFT with two years post-licensure experience preferred; relevant leadership experience may be considered. Minimum of three years of experience working in the field of HIV/AIDS, or a medical setting, or related field. Demonstrated leadership and management skills within a social service program with the ability to establish and maintain professional standards, efficient consultation and supervision skills. Must be well organized and detail oriented with demonstrated skill in critical thinking and exercising good judgment. Excellent social work assessment and planning skills, with strong counseling, crisis intervention and education skills.

Successful experience and demonstrated ability administering human service activities and utilizing community resources. Ability to establish and maintain effective public relations. Experience in contract administration, program management, service evaluation and staff supervision required. Ability to read and interpret contracts and develop policies and procedures accordingly. Ability to plan, organize, implement and direct program operations and activities. Ability to assess quality performance and implement effective strategies to improve and ensure quality service.

Comprehensive knowledge and experience with social service interventions related to HIV/AIDS, suspected child abuse/neglect, domestic violence, elder/dependent adult abuse, chemical dependency, psychological intervention and mental health crisis. Extensive knowledge of social, emotional, behavioral, and economic implications of chronic disease, as well as death and loss. Extensive demonstrated knowledge of social and emotional problems associated with HIV/AIDS.

Must be able to work independently, set priorities, organize and complete multiple tasks and projects efficiently. Ability to initiate, develop and maintain effective linkages and partnership with community based agencies. Demonstrated experience using computer software to collect data and to prepare reports. Demonstrated experience using personal computer programs including Microsoft Word, PowerPoint, Publisher, Excel and Access.

Knowledge of: behavioral and other clinic operations and functions; Ryan White, managed care and fee for service systems; Medi-Cal and Medicare reimbursement guidelines; principles and practices of health care management; current issues and trends in health care service delivery; principles and practices of clinical supervision; staff/patient safety and security requirements; training methods and techniques.

Ability to: plan, organize, and coordinate program activities; interpret and apply

policies and procedures; learn program services; learn and apply County, State and Federal regulations; provide direction to professional and support staff; plan, assign, organize, prioritize, and delegate work of self and others; establish standards and evaluate staff; research and analyze data, draw conclusions, develop and implement solutions to problems; make oral presentations; establish and maintain working relationships with physicians, community health organizations, colleagues, and staff; prepare narrative and statistical reports; maintain confidentiality; resolve conflicts; represent agency with tact and diplomacy.

Must be willing and able to travel to client homes, community meetings, and occasional out-of-town conferences. As this position requires driving duties, employees must possess a valid California Driver's License with access to reliable personal transportation as well as proof of current vehicle insurance in good standing. Employees must provide a recent DMV H-6 printout to be kept on file and will be included on a regular DMV Pull Notice system for routine review of driving records.

- HOURS:** Exempt, full-time position.
- COMPENSATION:** Commensurate with experience and education.
- BENEFITS:** Health, Dental & Vision Insurance; Vacation; Sick leave; 14 paid holiday days.
- FILING APPLICATIONS:** Applicants must clearly demonstrate that they meet the minimum requirements. Applications must be filled out completely, legibly and may be submitted along with resumes in person, by email, or postal mail. Applicants whose resume and experience best meet the position requirements will be contacted for an interview. All statements will be subject to verification and investigation.
- CONTACT PERSON:** Elizabeth Johnson
Executive Director
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Any provisions contained in this job announcement may be modified or revoked without notice.