
JOB ANNOUNCEMENT – PLEASE CIRCULATE

POSITION: Program Director III, (Full-Time), Waivered or Licensed

SALARY: \$3,576.46 per pay period (\$85,835 annualized) with excellent benefits

Licensure supervision hours for LCSW, LMFT, LPCC, Ph.D., Psy.D. are available for waivered staff.

Waivered: Accruing licensure hours as a Registered AMFT, ASW, APCC with California Board of Behavioral Sciences or as a Registered Psychologist with California Board of Psychology

REPORTS TO: Associate Clinical Director I or II

ORGANIZATION AND PROGRAM: Conard House Inc. is a nonprofit organization which builds welcoming communities and caring relationships that empower people and restore hope. We work with a diverse adult population and strive for cultural competency/humility by respecting experience, promoting inclusion, and building community. This position is with the Outpatient Services within the Supportive Housing Program. This program provides housing, case management, and income advocacy for adult residents in nine Single Resident Occupancy (SRO) Hotels in the Tenderloin and South of Market area and scattered-site shared apartments located throughout San Francisco. Additionally, staff at Outpatient Services provide individual and group rehabilitation services, individual and group therapy, assessment and treatment planning, and crisis intervention pertaining to their scope of practice. We are a committed Equal Opportunity Employer. Pursuant to the City and State's Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

QUALIFICATIONS: MA/MS or PhD/PsyD degree, and an additional three years of experience providing direct client services in a mental health setting. Licensure as LCSW, LMFT, LPCC, Psy. D., or Ph.D. or waivered status ASW, AMFT, Psy. D, Ph.D required (licensure supervision hours for LCSW, LMFT, LPCC, and Psychologists are available). At least one year of experience supervising staff and managing program, demonstrating effective leadership skills is required. Must be able to demonstrate case management skills and a thorough knowledge of mental health interventions, terminology and experience with outpatient services billing. Must demonstrate effective assessment, advocacy, organizational and communication skills. Require experience in working with diverse populations and within a diverse team. Computer literacy is required. Experience with Medi-Cal Billing and AVATAR is strongly preferred. Knowledge of Supported Self-Management Model, Strength Based and Recovery Based services is a plus. Ability to travel to offsite meetings required. However, personal vehicle is not required. Must successfully complete education and reference verification. After a conditional offer of hire a criminal background check must be reviewed.

DUTIES:

- Supervise Supportive Housing Case Managers, including hiring new staff, conducting performance evaluations and recommending personnel actions.
- Train staff in all areas of case management including Medi-Cal charting and billing and using AVATAR.
- Meet with staff in weekly supervision and review charting on a weekly basis.
- Monitor timely completion of all charting and billing objectives.
- Carry caseload (half the size of regular case manager) and meet monthly billing target.
- Ensure staff provide services of housing referral and assistance, advocacy, emergency assistance and care coordination to residents.
- Develop and implement groups and activities that address resident needs within an independent living program.
- Ensure accurate and timely completion of statistical reports for program location.
- Meet with Associate Clinical Director I or II, or Director of Clinical Services on weekly basis.
- Attend Program Director's business and program meetings.
- Must carry a pager or cell phone for emergency responses.
- Act as contact person for Property Management Services and coordinate communication.

Application Procedure: Please send resume and letter of intent with "Program Director III" in subject heading to Ralitsa Georgieva, Associate Clinical Director, by email: SHCMjobs@conard.org or fax (415) 864-7093.

People from diverse cultural backgrounds encouraged to apply.