



# NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

*Developing children, families and future leaders of our communities through empowerment, education and wellness from our house to yours.*

## JOB ANNOUNCEMENT

### PROGRAM DIRECTOR- PROJECT IN- REACH

**POSTING DATE:** February 8, 2016

**APPLICATION DEADLINE:** OPEN UNTIL FILLED

***This position is classified as Temporary to Permanent with an initial placement of a minimum of six months.***

**Position no. / Range:** 5006/ 58.51

**Union Status:** Non- Union

**Starting Pay:** \$31.46- \$33.06 p. hr.

**No. of Weeks:** 52

***Salary commensurate with experience and qualifications***

**Hours of Operation:** 8:00 am- 5:00 pm

**Status/ Hours:** Full Time/ Non- Exempt

**Dept. Program:** Project In- Reach

**Location:** 286 Euclid Ave. Ste. 207 SD, CA 92114

#### **Basic Job Assignment:**

Under direction from the Senior Director of Social Services, plans, organizes, and directs Project In-Reach; provides program direction and staff supervision in meeting program goals, objectives and scope of work; manages program budget; provides technical assistance and information to executive management related to program goals and outcomes and related matters; and performs related work as required. *This is a field-based program; employee will provide services in correctional facilities, at community or social settings, or in clients' homes when appropriate.*

#### **Employment Requirements:**

The ideal candidate is a self-motivated, independent worker who possesses a thorough understanding of Principles and practices of management and supervision; Human resources policies and procedures; Principles and practices of program administration, including budgeting, fiscal management and the maintenance of appropriate records; Therapeutic modalities, including theories, principles and techniques of group and individual counseling; Organization and procedures of correctional facilities and the use of multi-disciplinary treatment teams; Symptoms and behavior patterns of incarcerated participants; Social, psychological and physical factors of mental, emotional, and substance abuse disorders; Cultural and socio-economic issues relevant to providing appropriate mental health services to special population groups; Various types of illicit drugs and behavior patterns associated with them; Addictive behavior treatment methods and motivational interviewing; and Community resources. The ideal candidate will also have the ability to communicate effectively with staff, managers, clients/ participants, and individuals of varying levels outside of the organization; Establish and maintain effective working relationships with funding source representatives, other NHA management, representatives of community organizations and other staff; Plan, direct and integrate case management services with community engagement; Exercise sound, independent judgment within general policy guidelines; Operate a computer using word processing, spreadsheet and database software applications and other standard office equipment; Work effectively with the incarcerated population and correctional staff; Understand, interpret, explain and apply local, state and federal law and regulations governing mental health programs and correctional facilities; Analyze complex mental health program issues and problems, evaluate alternative solutions and develop sound conclusions, recommendations and courses of action; Exercise tact, objectivity, sensitivity, strategy and judgment in dealing with a variety of clients in a variety of situations; Gather and analyze data and develop clear, concise and comprehensive technical reports, studies, correspondence and other written materials. In addition, the candidate should be approachable, a collaborative team player, and has demonstrated experience working and effectively communicating with culturally and ethnically diverse, low income or no income clients and unique populations.



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### **Qualifications:**

- A minimum of a Master's degree from an accredited college or university in the field of social work, behavioral sciences, or a related field;
- A minimum of four years of progressively responsible experience in a mental health setting, including two years at a managerial level supervising counselors or case managers; **OR**
- An equivalent combination of training and experience.
- Current Certification in pediatric first aid and CPR or the ability to obtain within 90 days of employment;
- A valid Clinical Social Worker license or Counseling license issued by the state of California is preferred;
- ***Additional Preferred Qualifications include:*** California State Certified Alcohol and Drug Counselor such as CAADAC, CAS, Registered Addiction Specialist (RAS), Certified Addictions Treatment Counselor (CATC) or CAAR; Certification as Licensed Advanced Alcohol and Drug Counselor (LAADC); Registered/certified prior to hire with the California Association of Addiction Recovery Resources (CAARR), with Breining Institute, or any other certifying organization is preferred.
- Must obtain a TB/Physical (w/in 7 days) of employment.

### **Example of Major Functions:**

- Responsible for the development and maintenance of an outreach and engagement program for incarcerated adults who have or are at risk of substance abuse and/or psychiatric disorders as they prepare to exit the detention facility, including providing case management, performing outreach and organize securing the necessary community resources to support client transition out of the correctional facility, group counseling, and some individual counseling;
- Provide assistance and support that will encourage individuals to connect and engage with the appropriate resources in the community.
- Plans, organizes, monitors, and evaluates the work and performance outcomes of the program;
- Leads the field-based services that integrate mental health and alcohol and drug recovery services, case coordination, individual and group counseling, and crisis intervention for TAY and adults in correctional facilities.
- Consultation and care coordination with integrated primary care, mental health and substance abuse treatment, correctional staff, and other community resources.
- Supervise documentation, accuracy in program records, and ensure the quality of documentation of all case files.
- Reviews and discusses client cases with staff, provides support and direction regarding clients to staff in the areas of case management, outreach, as well as client and community engagement.
- Enforce all Program Safety Policies and Procedures and ensure that clients, staff and program facility are safe at all times.
- Maintain a good rapport, respect and communication with law enforcement or court officials, agency visitors, clients, staff, and community service agencies.



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### **Example of Major Functions (continued):**

- Develops, implements and monitors long-term plans, goals and objectives focused on achieving NHA's mission, program and funding agencies' priorities; directs the development of and monitors performance against the annual program budget; manages and directs the development, implementation and evaluation of plans, policies, systems and procedures to achieve program goals, objectives and work standards.
- Plans, organizes, directs and evaluates the performance of staff; selects and hires staff in accordance with NHA's human resources rules and regulations; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching and guidance for performance improvement and development; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with NHA's human resources rules and regulations and upper management's guidance; provides and/or coordinates staff training and ensures that staff engages in other learning and development opportunities.
- Develops maintains, reviews and, as required, improves program policies, processes and/or procedures; assembles necessary resources to solve a broad range of programmatic and service delivery problems the program.
- Evaluates the Project In-Reach Program to determine if the quality of services are meeting goals and objectives; monitors quality of care, caseload of staff, and number of clients and types of services delivered; makes recommendations pertaining to changes to the design of the program.
- Directs and coordinates contractor responsibilities; determines program's contractor needs; monitors and evaluates contractor performance and compliance with the scope of work.
- Manage consistently with the Philosophy, Mission, Goals and Values of the Neighborhood House Association.
- Performs other administrative functions related to program management; initiates purchasing requests for supplies, repairs, etc.; prepares monthly program reports.



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### **APPLICATION SUBMITTAL INSTRUCTIONS:**

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41<sup>st</sup> Street, San Diego 92113; or on the Agency website at [www.neighborhoodhouse.org](http://www.neighborhoodhouse.org). Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111 or scanned/ emailed to: [recruiting@neighborhoodhouse.org](mailto:recruiting@neighborhoodhouse.org).

Applications must be fully completed (per instructions), signed, and dated when submitted. Any supplemental application questions must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your transcripts or diploma or foreign equivalency report and/ or certification to your application. An official copy of your transcripts may be requested prior to an offer of employment. Please only submit the documents required.

**NOTE:** Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case-by-case basis.

### **BENEFITS:**

Eligible positions receive the following benefits: Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

**\*Medical and dental benefits are provided to regular employees who work a minimum of 20 hours per week.**

### **INTRODUCTORY PERIOD:**

All regular appointees serve 6 months introductory period.

### **CITIZENSHIP/IMMIGRATION STATUS:**

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

This Job Announcement is not an offer of employment. The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

**Please note that offers of employment are only valid if they are made by the Human Resources Department.**