

Clinical Program Manager

Family Paths, Inc.

Family Paths is a non-profit agency that has provided mental health and family support services to strengthen families and prevent child abuse since 1972. Family Paths offers a fun and supportive team environment, a commitment to training, opportunities for growth, and an excellent benefits package. We are an agency that is actively engaged in multicultural organizational development and respects and values the diversity of the communities we serve and the staff who work here. Family Paths serves all of Alameda County with offices in Oakland and Hayward.

Position Description:

In coordination with the Clinical Director, the Clinical Program Manager provides leadership and operational oversight of the FIT program and serves as a member of Management Team to deliver the highest quality of services.

This position requires the demonstration and commitment to the agency's mission, vision, and values, including a strong commitment to issues of social justice and culturally and linguistically responsive practices.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Partners with the Clinical Director to develop program policies and procedures that ensure contract compliance and sound clinical practice.
- Responsible for employee management including the recruitment, hiring and terminating staff.
- Manages and evaluates the performance of staff to ensure all program and administrative goals are met and identifies areas for improvement and training opportunities.
- Provides clinical consultation and/or supervision for staff/interns in compliance with BBS regulations.
- Collaborates, develops and participates in Quality Assurance process.
- Performs outreach to other agencies to ensure program referrals and growth as needed.
- Participates in County or contract related meetings with external stakeholders/funders.
- Participates with the management team in agency planning and development.
- Ensure a culturally and linguistically responsive agency atmosphere.
- Provide BBS Group and/or Individual Supervision to pre-licensed clinical (ASW,AMFT,APCC) staff
- Collaborates with other clinical managers to develop policies and procedures for programs.
- Acts as backup to the Clinical Director and performs other duties as required.

REQUIREMENTS, QUALIFICATIONS, SKILLS & ABILITIES:

- Licensed California LCSW or LMFT; LCSW Preferred; Qualified to provide BBS Clinical Supervision
- Minimum of 3 years providing BBS clinical supervision experience.
- Minimum of 3 years management experience or equivalent in a behavioral health (or equivalent) setting.

- Computer skills required: Microsoft Office Suite; Electronic Health Record system
- Experience providing trauma-informed and diversity-informed mental health treatment with high risk children/youth ages 0-21, caregivers and families. Age 0-5 service delivery and supervisory experience preferred.
- Significant experience with EPSDT/Medi-Cal billing and documentation.
- Extensive knowledge of attachment theory, family systems, and child development.
- Must have knowledge of legal and ethical reporting requirements for mental health providers.
- Ability to support clinicians to work collaboratively with their clients and capacity to work in crisis and emergency situations.

Desired Qualifications:

- Bilingual, Spanish-speaking preferred.
- Experience in a culturally diverse community
- Ability to build and support a diverse workforce.
- Ability to form collaborative relationships with colleagues.
- Strong leadership skills and ability to foster positive team morale.
- Strategic thinker who can develop innovative strategies to achieve program goals.
- Excellent verbal and written communication skills
- Strong organizational and time management skills.
- Ability to exercise excellent judgment

Special requirements:

- Must pass criminal records clearance.
- Requires some driving on agency business so must have access to reliable transportation, maintain a valid CA driver license, current auto insurance and a clean DMV record.

Work Environment:

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is:

- Must be able to see, talk and hear.

- Frequently required to perform moderately difficult manipulative tasks such as typing, writing, etc.
- Occasionally required to walk, stand, and sit for extended periods.
- Occasionally required to push/pull objects up to 50 lbs. and to lift/carry objects up to 25 lbs.

COMPENSATION: Pay rate is commensurate with education and experience and competitive in the non-profit environment. Bilingual pay differential may apply for clinicians providing services in a language other than English.

LOCATION: Hayward

WORKING CONDITIONS: Due to COVID 19, employees are working remotely until further notice, with an option to work in office if appropriate.

EMPLOYEE STATUS: Full Time Exempt

WEEKLY HOURS: 37.5 *(Full Time positions are based on a 37.50 work week)*

BENEFITS INCLUDE:

- Group Kaiser and Dental Benefits
- Flexible Spending Accounts
- PTO plan starting at 4 weeks (progressive to 6 weeks at 5 years)
- 12 paid Holidays, 2 Float Holidays
- 5 days of paid Educational Leave + professional development allowance
- 401K Retirement Plan, Commuter Benefits Plan, 529 Education Savings Plan, Long Term Disability Insurance, Voluntary Long-Term Care Insurance, Voluntary Aflac Benefits
- Access to free internal clinical trainings and free CEUs

TO APPLY: Send your resume and **cover letter** to Wilson Cheh. **Resumes without cover letters will not be reviewed.**

Email: wcheh@familypaths.org

Website: www.familypaths.org