



**Assistant Director(s)  
Crisis Residential Program  
Transitional Residential Program**

**Multiple positions available**

**Ample paid time off!  
Excellent Training!  
Excellent Benefit Plan!**

Under the supervision of the Program Director, the Assistant Director supervises staff of the adult psychiatric residential treatment program. Generally, the Assistant Director manages the flow of clients into and out of the program. Specific functions are outlined in the job description.

**Duties include:** developing and maintaining good working relationships with client referral sources and other related mental health programs; reviewing all charts and client records; assisting in staff training; coordinating the staff schedule and coordinating the collection of client data. In addition, the Assistant Director advocates for and participates in the maintenance of the facility and performs all duties of the Counselor position as necessary and appropriate.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in a mental health related field. Experience may be substituted for the degree requirement, depending on the nature and length of experience. Two years specific experience in residential treatment and/or knowledge of social rehabilitation is required. Must be able to communicate effectively with staff, clients and other providers both orally and in writing. Must demonstrate an acceptable level of maturity, good judgment and emotional stability. Must be able to negotiate several flights of stairs during each work shift.

**Bilingual/ bicultural applicants and other people of color are encouraged to apply.**

**Bilingual Spanish/English required for some Assistant Director positions.**

Upon receipt of a job offer and before commencement of employment, must submit to a fingerprint check and health screening exam in order to obtain clearance from the State Dept. of Social Services, Community Care Licensing. Valid California driver's license and insurability under the agency's auto insurance policies are required. **Employment is contingent upon meeting above minimum qualifications.**

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