

JOB ANNOUNCEMENT

Title: PROGRAM DIRECTOR full-time; exempt

Program: New Long Term San Francisco Program

Salary: DOE

PRIMARY RESPONSIBILITIES:

Under the supervision of the Director of Clinical Services, the Program Director has full responsibility for all operations of this unique full-service social rehabilitation program. The Director is the clinical and administrative leader, responsible for ensuring compliance with all Progress Foundation policies and procedures and that services are provided in accordance with the agency's contract with the City and County of San Francisco. Provide overall clinical and administrative leadership for the program.

Program Director duties include but are not limited to: Promote the philosophy of social rehabilitation as it applies to residential treatment and independent living programs; liaison with the City's mental health system; clinical and personnel supervision; supervising and monitoring client charts, medication logs, and the reporting of client data; responsibility for the program site; compliance with licensing regulations; scheduling of staff; and providing direct service to clients, as is necessary and appropriate. Specific functions are outlined in the Job Description.

MINIMUM QUALIFICATIONS:

Master's degree in a mental health related field. At least three years experience in a mental health program, including supervisory experience. Experience may be substituted for the degree requirement, depending on the nature and length of experience. Must demonstrate strong clinical, organizational, and leadership skills. Specific experience working with adults with special needs and experience in residential treatment is preferred. 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 and life and carry 20lb packages several times during each work shift.

Upon receipt of a job offer and before commencement of employment, must submit to a background and fingerprint check and a 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 the above minimum qualifications and verification of previous employment and education.

SEND RESUME TO:

Human Resources Manager/SFPD

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