

**TITLE: PROGRAM DIRECTOR**

**SUMMARY:** Under the supervision of the Regional Clinical Supervisor (RCS), the Program Director directs all operational and program aspects of the Wellness Center Program. These duties include the development and administration of programs that increase the level of independent functioning of members.

**REPORTING RELATIONSHIPS:** This position reports to the RCS.

**STATUS:** Full-time, Exempt

**DUTIES AND RESPONSIBILITIES:**

1. Consult regularly with the RCS regarding the development and administration of Wellness Center policies, procedures, and programs.
2. Adhere to MHA's policies, procedures, and mission statement to cultivate a positive, member driven, safe environment to foster the best practices for peer support.
3. Assist with crisis management and resolving member concerns/grievances.
4. Develop and implement an adequate work schedule for the Center staff and adjust coverage as needed.
5. Complete Special Incident Reports (SIR) in a timely manner to the County as well as HR.
6. Ensure that Center activities meet contractual requirements and guidelines including the implementation of work units. Collaboration with the Member Advisory Board (MAB) to achieve all performance outcome objectives.
7. Develop and maintain a cooperative relationship with other health care agency partners to improve upon program services offered including, but not limited to, monthly outreach presentations, health fair appearances (both in and out of the Center).
8. Prepare and direct staff meetings on a weekly basis with assistance from Assistant Program Director as needed.
9. In conjunction with the Assistant Program Director, provide supervision to staff and ensure that suitable training is not only provided to staff, but also encouraged for professional growth.
10. Submit all required County reports, narratives, and presentations in a timely manner to the RCS for approval prior to submitting to the County.
11. Responsible for the major program purchase requests. Maintain program expenditures within the County budget allowance.
12. Support the Center staff in the planning and implementation of all events held at the Center.
13. Review and provide required forms to HR for on-boarding, off-boarding, trainings, etc.
14. Recruit staff in conjunction with the RCS.
15. Perform other duties as requested by the RCS, County or CEO.

**QUALIFICATIONS:**

1. Bachelor's Degree in Social Work or related field or pertinent life experience equivalent.
2. Demonstrated leadership ability alongside a strong work ethic.
3. Knowledge of severe and persistent mental illness and the public mental health system, especially in Orange County.
4. Ability to uphold the mission statement, philosophy, and practices of MHA.
5. One year of volunteer or paid supervisory experience.
6. Strong ability to multi-task and maintain a high-level of organizational skills within an extremely busy environment.
7. Ability to read, write, speak, and understand English.
8. Bilingual language preferred (English/Spanish or English/Vietnamese).
9. COVID-19 vaccination and booster are required.

**PHYSICAL DEMANDS:**

1. Sit: Stationary position at least 80% of the time.
2. Move: Frequently move about the inside of the Center to access file cabinets, office machinery, etc.

3. Operate: Ability to operate a computer and other office productivity machines, such as a calculator, copy machine, and computer printer. Must have the physical dexterity to be able to type at minimum 45 WPM.
4. Communicate: Communicates daily with members, staff and outside resources that have inquires; must be able to exchange accurate information in these situations.
5. Ability to lift a minimum of 20 pounds.

*Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

*The Mental Health Association of Orange County is an equal opportunity employer. We encourage all qualified individuals to apply for open positions regardless of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other legally protected status.*