

TITLE: PROGRAM DIRECTOR

SUMMARY: Under the direction of the Regional Director of Clinical Operations, the Program Director is responsible for ensuring the program achieves positive consumer outcomes. The Program Director is responsible for overall management responsibilities of medi-cal related services.

REPORTING RELATIONSHIPS: This position reports to the Regional Director of Clinical Operations.

STATUS: Full-time, Exempt

DUTIES AND RESPONSIBILITIES:

1. Oversees implementation of program components (i.e., counseling, medication management, Medi-Cal billing, Medi-Cal related services, compliance).
2. Assists in program development and offers suggestions for changes and improvements as the program is established.
3. Assists in development of and monitors internal procedures relative to program administration, in order to meet all contractual obligations.
4. Implement and adhere to structure via policies and procedures in order to maximize productivity and revenue.
5. Oversees maintenance of the facility.
6. Provides back-up support to team to assist with crisis interventions and counseling.
7. Collaborates closely with Director of Clinical Operations and coordinates duty assignments.
8. Ensures safety, health, and wellbeing of consumers and staff.
9. Oversees medication distribution system.
10. Facilitates staff meetings, provides staff training, and education.
11. Ensures that Treatment Team meets documentation standards.
12. Thorough knowledge of process and paperwork necessary to open, maintain, and close a case.
13. Ensures statistical information is compiled accurately and timely for reports to funding source.
14. Attend all required meetings with the Orange County Health Care Agency – Behavioral Health Services – to ensure adherence with contractual obligations.
15. Attend monthly staff meetings and other designated meetings.
16. Oversees the accuracy of all statistical information regarding Medi-Cal related services.
17. Perform other duties as assigned by the Regional Director of Clinical Operations.

MINIMUM QUALIFICATIONS:

1. Graduation from a university with a master's degree in social work or related field.
2. Valid California license (preferred) or License-waivered (registrant number) with the BBS as a practitioner of the healing arts.
3. Varied experience as a Supervisor/Manager required (minimum one year).
4. Varied experience as a provider of mental health services required (minimum of two years).
5. Knowledge of substance abuse treatment preferred.
6. Bilingual (Spanish/English or Vietnamese/English)/Bicultural ability and knowledge is desired but not required.
7. Possession of or ability to obtain a California driver's license, and a driving record meeting agency insurance requirement.
8. COVID-19 vaccination and booster are preferred.

PHYSICAL DEMANDS: While performing the duties of this job, the Program Director is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hand and arms; climb stairs; balance; stoop; kneel; crouch or crawl; talk or hear; and taste or smell. The Program Director must occasionally lift or move up to twenty pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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.

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