



JOB DESCRIPTION

JOB TITLE: Program Director

DESCRIPTION: The Program Director is responsible for management and quality assurance of all aspects of program services provided at WRA including the supervision of all residential, recovery and childcare staff as well as the Director of Intake and Admissions. In addition, this position functions as part of the Senior Management team which supports compliance with all delivery of services to the fiscal, ethical and legal standards upheld by the California Board of Behavioral Sciences and the core values and mission of the Women's Recovery Association.

REPORTS TO: Executive Director

GENERAL RESPONSIBILITIES

- Oversee all aspects of quality of care, safety and operation of WRA program services;
- In collaboration with the Development/Fund Raising Department, assist in developing, coordinating and implementing program grants / projects that serve WRA programs;
- Develop program policies, procedures which meet county, state and federal regulatory agencies' laws and licensure guidelines and ensure their implementation;
- Provide program planning and supervision for residential, recovery and childcare staff;
- In coordination with the Clinical Director, facilitate team Case Conference on a weekly basis to ensure coordinated implementation of treatment plans and service utilization such that the comprehensive care of clients reflects the philosophy and objectives of WRA;
- Participate in program evaluation, fiscal planning, management and fund development;
- Play a significant role in agency process improvements and quality improvement program;
- Provide supervision, crisis intervention, case conferencing and support to program staff and residential managers;
- Oversees the quality of care in the WRA program services to women and their children and staff coverage;
- Responsible for the supervision of the admissions, intake/discharge processes;
- In collaboration with the Clinical Director oversee the audit of the clinical charts to insure adherence to county, state and federal statutes;
- Ensure program services and staff is in compliance with legal and ethical standards as required by County, State and the Board of Behavioral Sciences and other regulatory bodies including Community Care Licensing.

- Participate in management team meetings and attend Board meetings when requested;
- Coordinate all aspects of collaborative relationships in the coordination of services within the AOD system of care and other community providers including the Criminal Justice and CPS system;
- Represent agency during annual site reviews and investigations by the county, state and federal agencies;
- Participate in the “on Call” rotation;
- Work with the Executive Director regarding strategic and long-range program planning issues.

QUALIFICATIONS

- Knowledge and experience in various therapeutic orientations and treatment modalities with gender specificity – women;
- Knowledge of recovery, mental health and other co-occurring disorders;
- Experience in working with chemical dependency in a residential and outpatient milieu;
- Ability to work in a fast-paced, challenging and dynamic environment;
- Excellent interpersonal skills and the ability to maintain a positive collaborative relationship among staff;
- Crisis intervention and conflict resolution skills;
- Experience in supervision and management;
- Experience in public relations, program and community development;

REQUIREMENTS:

- Masters Degree in counseling, psychology, behavioral science or equivalent field of study.
- Licensed a minimum of two years; able to supervise interns.
- Minimum of five years of experience in a similar or related field.