

MENTAL HEALTH ASSOCIATION OF ORANGE COUNTY

JOB DESCRIPTION

TITLE: PROGRAM DIRECTOR –MULTI-SERVICE CENTER

SUMMARY:

Under direction of the Regional Clinical Supervisor (RCS), this individual directs and supervises all aspects of the Multi-Service Center.

REPORTING RELATIONSHIPS:

This individual reports to the RCS.

STATUS: Full-time, Exempt

DUTIES AND RESPONSIBILITIES:

Essential:

1. Ensure that the center programming is consistent with contract requirements and established MHA policies and procedures.
2. Address issues related to program facilities and maintain positive working relationship with site contract monitor and RCS.
3. Facilitate and maintain positive working relationship with the County of Orange Outpatient Mental Health System and other service providers in the community.
4. Provide leadership to center staff, including organizing and holding weekly staff meetings.
5. Ensure that an adequate number of qualified staff, both paid and volunteer, are available to operate center programs and services, and supervise daily work assignments.
6. Provide direct one-on-one supervision to paid center staff, ensuring they understand and follow the principles of Psychosocial Rehabilitation in the delivery of center services.
7. Review program case files to ensure accuracy and timeliness.
8. Attend Supervisory Team and other designated agency meetings.
9. Coordinate center services with Outreach Program Coordinator and Housing Program Coordinator.
10. Supervise the accurate collection and timely reporting of required programmatic statistical and financial information.
11. Provide supervision to the Courtyard programs.

Secondary:

1. Other duties as assigned by the RCS.

MINIMUM QUALIFICATIONS:

1. Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT), or licensed in related field.
2. Knowledge of severe mental illness and its treatment, with additional knowledge relating to homelessness, substance abuse, and service delivery systems preferred.
3. One year prior supervisory experience.

4. Excellent verbal and written communication skills.

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 20 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.

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.