



JOB DESCRIPTION

POSITION TITLE: Crisis Residential Program
Director

DEPARTMENT: Mental Health Services

REPORT TO: Chief of Program Operations

Bay Area Community Services is a non-profit, community-based agency servicing primarily Alameda County by providing a comprehensive array of mental health and older adult services. The Woodroe Place Crisis Residential Treatment Program provides clients with a high level of intervention and support designed to shorten psychiatric hospitalizations. The program provides residential services for up to 12 people for an average two-week stay.

I. POSITION OVERVIEW

Under the clinical and administrative direction of the Chief of Program Operations, the Crisis Residential Program Director is responsible for supervising the day to day operation of the Crisis Residential Program as well as ensuring compliance with Community Care Licensing standards, contractual agreements, and other funding sources requirements.

II. DUTIES AND RESPONSIBILITIES (*Essential Functions)

- *A. Perform clinical and administrative responsibilities related to the Crisis Residential Program.
- *B. Provide administrative oversight including data collection, reporting, rent collection/submission, maintenance of client files and records and general record keeping in accordance with all contractual and agency requirements.
- *C. Perform and facilitate assessments and ensure accurate and timely completion of Medi-Cal billing.
- *D. Ensure financial viability of the program; develop and manage program budget including revenue, expenditures, and petty cash accounts.
- *E. Ensure program operation is of the highest standard for licensing and certification.
- *F. Oversee maintenance of facility including upkeep and repairs.
- *G. Assure staff supervision including hiring, training, and performance evaluations; recommend termination of staff when necessary.
- *H. Participate in on-call rotation.
- *I. Participate in County meetings representing the program and Agency.
- *J. Establish a harmonious relationship with city in which the program is located.

- *K. Participate in supervision and staff meetings as required.
- *L. Other duties as assigned.

III. QUALIFICATIONS

LCSW, MFT, licensed psychologist or license eligible with 2 years experience in community mental health treatment setting and supervisory and administrative experience are required. Additionally, the Director must have good clinical skills and experience with adults with serious and persistent mental illness. Must be fluent with principles of social rehabilitation model, as well as the dynamics of individual, family and group work. Must have excellent leadership skills and be able to work cooperatively with the treatment team.

IV. ADDITIONAL REQUIREMENTS

Must be able to meet Community Care Licensing requirements which include a physical examination, TB test, Department of Justice criminal record clearance, and Red Cross First Aid/CPR training certification. Must have a valid California driver's license, personal vehicle insurance coverage, and a good driving record.

V. CLASSIFICATION: Exempt, Salaried.

VI. COMPENSATION: Wage commensurate with background and experience. . Benefits include 10 days paid annual leave, 12 days sick leave, 10 paid holidays, 2.5 personal days, fully paid health, dental, vision and life insurance coverage. Voluntary optional 403(b) salary deferral retirement plan.

APPLICATION: Please FAX, mail or e-mail cover letter and resume to:

BAY AREA COMMUNITY SERVICES

Attn: Human Resources

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Oakland, CA 94621

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