



WellSpace Health Job Opportunity Opening

Position Open: Family Development Program Manager
Reports To: Director of Behavioral Health Operations
Salary: DOE
Position(s): 1
Open Date: May 1, 2017
Contact Name: Christie Gonzales

Status: Full-Time, Regular
Department: Behavioral Health
Location: North Highlands and South Valley
Closing Date: Until Filled
Contact Information: cgonzales@wellspacehealth.org

Organization Information:

WellSpace Health is one of Sacramento's premier non-profit organizations proudly serving the homeless and underserved community of Sacramento for over 40 years. We offer professional services including: high quality primary health care; family planning; women's health including OB; immunizations; well child care and testing; diagnosis and treatment; addiction treatment; mental health counseling and pediatric dentistry.

We are a leader in integrated care, blending physical health services with our well-known addiction and mental health treatment. We also offer a range of medical products through community partnerships including our T3 Program (Triage, Transport and Treat) that reduces Emergency Room overcrowding and our Interim Care Program (ICP) that reduces medical relapse following hospital discharge. In 2010 we have opened the first pediatric dentist clinic in the Sacramento area for our community.

Summary Statement:

The Family Development Program Manager is responsible to ensure maintenance of all productivity & quality standards of the programs under their oversight, the direction/control of all financial aspects within the discretionary realm of the specific program.

The Manager provides supervision, administrative oversight, and program direction to both supervisors and line staff. Managers attend intraagency leadership meetings and represent WellSpace Health to other organizations, collaboratives, and funders. Managers assure full compliance and revenue recovery for contracted services; complete reports, ensure utilization reviews are completed and maintained; enforce the progressive discipline process as appropriate; plan agency & community events; write grant proposals for additional funding as requested.

Submit resume to the hiring manager listed above.

Required Qualifications (Knowledge, Skills, Abilities, Education, Training, and Licensure):

- Master's-level degree and clinical license required (e.g. LCSW, MFT, LPCC, PhD, PsyD, etc.);
- Knowledge of management of social service programs, including fiscal management, personnel management, and quality assurance;
- Demonstrated leadership skills;
- Demonstrated skills in culturally sensitive human interactions;
- Knowledge of different funding streams for our services;
- Knowledge and skill working with culturally diverse populations and staff;
- Knowledge of the local treatment community and referrals;
- Ability to abide by standards of professional ethics;
- Ability to be flexible and creative with high stress clients;
- Ability to coordinate and facilitate meetings;
- Ability to design and operate a data collection and program review process, including the compilation of information necessary to the yearly contract and grant reapplication process required to ensure continued program funding;



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- Excellent interpersonal and supervisory skills, including conflict resolution, crisis intervention, quality assurance, staff development, and performance appraisal;
- Effective time management skills, ability to meet deadlines and organizational ability;
- Excellent written and verbal communication skills;
- Computer (PC) literate in general office functions such as word processing, email and preparation of spreadsheets. Experience with Electronic Health Records preferred.

Benefits:

Successful candidate will receive regionally competitive salary, above average health benefits at reduced costs, company paid life insurance & long term disability insurance, additional voluntary retirement plan with company match and no vesting schedule requirement.

- Paid bereavement and jury duty leave.
- 10 paid holidays per year.
- 160 hours of Paid Time Off (for full-time, 40 hours a week work).
- Paid sick leave
- Flexible Spending Program.
- Company paid malpractice insurance for all providers.
- Professional development hours offered annually.

Physical Demands and Work Environment:

The employee's work environment may include an office setting. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The office setting is characteristic of normal office conditions; while working in the residential setting, the employee may be exposed to hazardous materials (including biohazards and communicable diseases) and odors. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The employee must also possess hearing and speech to communicate in person and over the phone. The noise level in the work environment is usually quiet to moderately loud. The employee may be required to work additional hours to meet deadlines and ensure the program runs smoothly.

The employee may be in contact with individuals and families in crisis who may be ill, using substances and/or not attentive to personal health and safety. The employee may experience a number of unpleasant sensory demands associated with the client's use of alcohol and drugs, and the lack of personal care. The employee must be ready to respond quickly and effectively to many types of situations, including crisis situations and potentially hostile situations.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the contents of this job description.

Applicant

Date

WellSpace Health is an Equal Opportunity Employer