



**Job Title:** Assistant Program Director  
**Hours:** Full-Time  
**Location:** San Rafael, CA  
**Salary:** \$55,000 - \$58,000

*For more than 45 years, Buckelew Programs has been committed to the mission of providing mental health and addiction services that promote recovery, resilience and hope. The agency provides numerous essential community services throughout Marin, Sonoma and Napa counties ranging from supported housing and job training for people with mental illness to outpatient psychotherapy and other support for children, adults and families, as well as residential detoxification services, and a regional suicide prevention program and crisis hotline.*

The **Assistant Program Director** reports to the Program Director and is responsible for the day-to-day operations and administrative oversight of the Residential Support Services Program, a 24 hour enhanced board and care program. Works in accordance with Community Care Licensing and Department of Health Care Services regulations, agency policies, procedures and practices as well as within all contractual obligations related to the programs he/she supports. Consistently supports the mission and objectives of Buckelew Programs by maintaining the privacy and confidentiality of information, protecting the assets of the organization, acting with ethics and integrity, and adhering to applicable federal, state and local laws and regulations.

**RESPONSIBILITIES INCLUDING ADMINISTRATIVE AND CLINICAL ELEMENTS:**

- Take a major responsibility in implementing and monitoring compliance with all contracts, Community Care Licensing Requirements, MediCal requirements and budgetary guidelines.
- Keep all sites at full capacity by facilitating assessment and screening of potential clients, coordinating intakes and working with clients treatment team around their intake including; hospitals, County Mental Health staff, family, conservators, payees, probation officers, etc.
- Management of program staff, both direct and indirect reports, including hiring, managing performance, training and development
- Monitor and oversee each sites petty cash, mileage reimbursement, vendor invoices and other financial impacts to the budget. Work with Program Director to monitor and stick to annual budget.
- Responsible for the oversight of Site Coordinators to assure that their charting and billing are up to MediCal and Buckelew standards.
- Monitor client plan due dates and assure staff have completed them prior to their due dates. Provide back-up authorization for client plans that require co-signatures. Write MediCal billable notes as needed.

- Provide general counseling, case management, and guidance and life-skills training with clients in manner that facilitates individual growth, assuming responsibilities and responsiveness to others in the Buckelew Programs community and community at large.
- Assist clients to prepare for moving to Supported Housing.
- Provide crisis intervention and crisis management services.
- Participate in and help implement program and treatment goals. Conduct staff, house, and treatment team and family meetings.
- Gather information from psychiatrist, BHRS and other resources on applicants for programs, and make arrangements in regard to intake.
- Maintain up-to-date contact with people outside the Agency to assure coordination of treatment and service plans.
- Assure that all staff keep current notes in residents' charts, log books, and other similar information sources and assure they are in compliance with Community Care licensing and MediCal standards. Ensure staff meets quarterly MediCal billing goals and contract outcomes.

#### **QUALIFICATIONS INCLUDE:**

**Education and Experience:** Master's Degree in Social Sciences, or Bachelor's Degree in Social Sciences, or Psychiatric Technician's License; or Registered Nurse or equivalent experience. Licensed or License Eligible preferred. Successful completion of 40 hours of Adult Residential Facility Initial Certification within first twelve months, and maintenance of certification. Two or more years of experience in a mental health agency, at least one of which is in direct service, and the remainder, including some administrative or planning responsibilities. Supervisory experience required.

**Professional:** Ability to relate well with others, to balance many tasks and responsibilities simultaneously, to be empathic, warm, firm and supportive with clients. Must have valid California driver's license with an insurable driving record and personal automobile for use on the job (mileage reimbursement provided).

**Physical Requirements:** Capable of the following intermittent activities: stretching, bending, kneeling, twisting, squatting, reaching above and below the shoulder, pushing, pulling, grasping and lifting up to 40 pounds. Capable of the following extended activities: driving, writing, standing and sitting.

#### **POSITION STATUS:**

This position is exempt, full-time (40+ hours weekly). The schedule typically is Monday through Friday; however, additional on-call work may be necessary to meet job expectations. On-call duties are rotated between Assistant Program Director and direct reports.

**APPLY ON OUR CAREER SITE:** <http://www.buckelew.org/about/careers.html>