



Assistant Program Director (Mental Health)

Buckelew Programs is seeking an **Assistant Program Director** for the Client Choice Hospital Prevention Program, located in Kentfield, Marin County, approximately 3 miles from Hwy 101. Work with a fantastic team in a beautiful setting and truly make a difference in others' lives! Buckelew Programs helps people with mental health and addiction challenges lead healthier, more independent lives by providing treatment and support services tailored to their unique needs.

Reporting to the Program Director, you will be responsible for the operational and administrative day-to-day operations of assigned areas of the Program and for overall management of the program in the absence of the Program Director. Aid in the planning and operation of the administrative and clinical aspects of the program, to insure smooth functioning and clear communication. Consistently support 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.

ESSENTIAL FUNCTIONS:

Administrative:

- Assist Program Director in overseeing all aspects of operations of assigned program(s) to include planning, growth, staffing and program development. This includes assisting in the development of annual program goals, objectives and activities as well as exploring trends and considering potential new business plans in response to changing healthcare environment in consultation with and under the direction of the Program Director.
- Work with Program Director and financial staff to prepare budgets within assigned program(s), monitor revenue and expenses to operate within budgets assuring that financial procedures and controls are adhered to by program staff. Approves program expenditures in line with budgets in accordance with authorized authority.
- Assist Program Director and/or Team Leaders with both administrative and clinical record keeping tasks.
- Ensures all agency safety protocols are maintained at program site(s) in order to provide a safe, open and welcoming work environment for staff, clients and visitors.
- In the absence of Program Director, assume responsibility for management of program.

Staff Management:

- Hire, orient, supervise, train, provide consultation to, and evaluate supervisors, professional and non-professional staff, and volunteers in accordance with agency policy and procedures.
- Assist in planning, coordinating, and implementing staff schedules. Share on-call responsibilities as needed.
- Ensure that staff conduct appropriate client assessments, develop appropriate client treatment and termination of service plans and make appropriate referrals.

- Oversee response to records requests and subpoenas in collaboration with Quality and Compliance staff in Program Directors absence.
- Facilitate regularly scheduled weekly individual, team, and all-staff meetings.
- In the absence of Program Director, assume responsibility for management of program.

Program Quality and Compliance:

- Ensure all services meet the highest standards of care while adhering to documentation requirements maximizing the use of evidence based and best practice treatment models and/or industry standards. Ensure that services are designed and delivered in a manner that facilitates progress toward identifiable client goals while maintaining a reasonable degree of client satisfaction.
- Ensure that all legal, regulatory, and contractual requirements applicable to the program are adhered to and/or delivered, including compliance with program certifications, e.g., CARF, Community Care Licensing (CCL), American Association of Suicidology.
- Oversee quality assurance activities in collaboration with the Quality and Compliance Department such as chart reviews, Medi-Cal note writing and incident reporting. Evaluate progress towards meeting program objectives and prepare regular data and outcome reports.
- Review, audit, and provide feedback on individual staff's Medi-Cal charts and documentation compliance at least quarterly.
- Monitor program vacancies, Support Program Director and Team Leaders in managing referrals, intakes, and discharges. For housing programs, assist in the identification, intake and monitoring of new referrals to the units.

Clinical Duties:

- Oversee, assist, monitor and provide direction to staff in the planning, development, reviewing, and implementation of client treatment planning, client services and Medi-Cal record keeping. Utilize psycho-social rehabilitation practices to provide general counseling and guidance with clients in a manner that facilitates individual growth.
- Perform case management duties and intakes as needed. Meet with families, psychiatrists, County mental health staff and others as clinically relevant to the client. Maintain general awareness of clients mental/physical health concerns; respond and report as needs indicate.
- Provide crisis intervention and crisis management services as needed.
- Monitor, ensure and assist staff in keeping client charts, notes and records current and secure according to HIPPA, Medi-Cal and contractual requirements. At regular intervals, provide oversight and audits of client's clinical chart.
- For CCL regulated sites – assume role of facility administrator under the direction of Program Director.
- Monitor, ensure and communicate to staff on a weekly basis adherence to agency billing standards.

Business Development:

- Ensure and maintain positive collaboration with community partners.
- Explore community resources to enrich and compliment client's lives and program.
- As needed, assist with and promote agency sponsored events, fundraising activities and training opportunities.

QUALIFICATIONS:

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. Two or more years of experience in a behavioral health organization. Two+ years of supervisory experience required. Strong understanding of family and group dynamics. Must have strong clinical skills, strong knowledge of Medi-Cal documentation requirements, treatment planning, and assessment. Experience with electronic health records (EHR) preferred.

Professional: Must be fluent in English. Bilingual English/Spanish preferred. Ability to work in an independent, organized, calm and reassuring manner using good boundaries and good judgment; to be reliable, dependable and flexible; and to accept supervision, suggestions and feedback. Ability to work within all the rules, regulations, and policies that govern agency compliance. Must have excellent oral and written skills, be organized, responsible, professional, able to work on many projects simultaneously, to be flexible, empathic and able to relate to clients, other professionals, and the general community. Intermediate to advanced skills in MS Office (including Excel, Word, Outlook). Must be a positive team player.

Physical Requirements: Physically capable of the following intermittent activities: stretching, bending, kneeling, twisting, squatting, reaching above and below the shoulder, pushing, pulling, grasping and lifting up to 30 pounds in weight. Physically capable of the following extended activities: driving, writing, standing, typing, and sitting.

Schedule: Full-time, 40 hours exempt position working typically Monday - Friday with rotating on-call responsibilities. Some weekend, evening hours required to meet program staffing needs on occasion.

Salary: \$56,000 - \$62,000

Benefits: Employer-paid medical, dental and vision insurance, life and long term disability insurance, flexible spending accounts for medical, dependent care and transit costs, retirement savings plan, employee assistance plan and up to 6 weeks of paid time off.

Apply: <https://bucklew.org/get-involved/career-opportunities/>

AA/EOE