

## **Elpida Residential Programs**

### **Job Description Executive Director**

#### **1. ORGANIZATION OVERVIEW**

Elpida Residential Programs is a Marin-based non-profit founded in 1993 to provide treatment in a residential setting for adults facing chronic mental illnesses. It serves a vital need for a supportive and caring environment focused on therapeutic programs and stable housing for residents to develop the skills and support systems that will lead to more fulfilling lives.

Mental illness makes it difficult to maintain relationships and jobs, to access treatment programs and housing. It also contributes to isolation. Elpida supports all these areas in its community-based program with long term housing and services on site.

#### **2. POSITION OVERVIEW**

The Executive Director assures the viability of the organization and quality of services through work with the Board and staff to envision, implement and refine Elpida's day to day operations and strategic growth. The Executive/Clinical Director reports to and implements decisions as delegated by the Board of Directors.

#### **Educational Requirements:**

- Minimum of MFT, MSW or LCSW licensing
- Preferred Masters or PhD in Psychology

#### **Essential Duties & Responsibilities**

##### Organizational Leadership and Management

- Work with Board to Oversee planning, budgeting, implementation, assessment and improvement of Elpida's administration, programs and facilities. Meet with and provide the Board monthly financial reports.
- Develop with the Board a plan for strategic growth including fiscal planning to ensure future operations. Oversee efforts to secure long-term support for Elpida's growth and mission thru grants, endowments, awards, government funding, pro-bono resources and fund-raising.

## Clinical Services

- Plan and oversee all clinical services including new client evaluations, intakes, clinical treatment plan and discharges.
- Supervise all staff, including interns. Coordinate client care while ensuring all procedures meet legal and ethical therapeutic best practices.
- Coordinate and participate in weekly staff meetings, care plan conferences and family support meetings.
- Manage on-call services, crisis intervention and coordinate with public agencies.

## Operational

- Ensure residents receive appropriate supervision, assessment, food and exercise; Review, implement and oversee safety measures for all houses.
- Maintain residences in good repair, properly supplied and are in compliance with regulations.
- Oversee and assure training, certifications and evaluations of staff members. Assure mental health services are in accordance with best practices. Oversee recruitment, hiring and termination in accordance with employment law and best practices.
- Develop budget and administer funds (payroll, mortgages, rents, taxes, etc). Develop plans for fundraising (grants, donations, endowments).
- Serve as Elpida's ambassador, coordinating outreach to allied service providers, referral sources and coordinate participation in community events and initiatives. Review and implement strategic communications, i.e. website, brochures, newsletter, educational events and social media.

## Risk Management

- Assure Elpida adheres to legal and ethical standards on healthcare/mental health services, employment and landlord/tenant relations.
- Ensure adequate Board and organizational insurance coverage and compliance with all legislation covering fiduciary responsibilities.
- Pro-actively identify and control risks to the organization's people, property and image.

## Physical Demands:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Frequently sitting, talking, listening

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- Frequently required to stand, bend at waist, walk and reach with hands and arms
- Occasionally required to lift and/or move up to 25 lbs

Elpida Residential Programs is an Equal Opportunity Employer and all qualified candidates are encouraged to apply.

### 3. APPLICATION PROCESS:

To be considered for this opportunity, please submit an electronic version of your resume and cover letter to [cvnl.org/apply-for-elpida](http://cvnl.org/apply-for-elpida)



For more information contact:

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