



Portia Bell Hume Behavioral Health and Training Center

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JOB DESCRIPTION

(12/30/2015)

POSITION: PROGRAM COORDINATOR, LICENSED OR LICENSE ELIGIBLE

PROGRAM: COMMUNITY SUPPORT PROGRAM

DIRECT SUPERVISOR: PROGRAM DIRECTOR

DESCRIPTION OF JOB RESPONSIBILITIES AND DUTIES:

Provide leadership to create a supportive work environment, enable the staff and trainees so that they can learn to enable consultees, clients and their families. Carries out the following: Program training, clinical supervision and clinical responsibilities. Ensures the smooth running of assigned Program according to the highest level of care, ethical and professional standards, as well as maintaining compliance of contract expectations and regulations.

Assists Program Director to manage two programs serving adults with severe psychiatric disabilities in West Contra Costa County. This is an exciting position supervising and managing multidisciplinary teams working in the consumer's **natural settings (community, homes, shelter, park, hospital, etc.) and at the office**. Our clients experience psychiatric hospitalizations, housing instability, homelessness, severe and acute mental illness, as well as homelessness. This program will support those we serve to find hope, stability, and recovery.

MINIMUM REQUIREMENTS:

- A. Master's degree or Doctoral degree in Psychology, Marriage and Family Therapy, Counseling or Social Work.
- B. License Eligible or Licensed in California with the Board of Behavioral Sciences **OR** the Board of Psychology.
- C. Three years clinical experience providing psychological services.
- D. At least one year of functional supervision experience.
- E. Experience at The Hume Center is a plus but not required
- F. Must be willing to work full-time, five days a week, and be present at the Hume Center.
- G. Must be willing to work some evenings and weekends when needed.
- H. Demonstrate primary professional commitment and knowledge for representation of The Hume Center.
- I. Proficiency in Microsoft Word, Excel, Adobe Reader, and Google Apps. Proficiency in Electronic Health Records preferred.
- J. Possess a valid California Driver's license. Must be willing to use own vehicle and valid car insurance for work related travel
- K. Be accessible and available to receive calls for crisis and/or emergency situations.
- L. Strong commitment to respecting consumers and having concrete ideas about how to improve the meaningful involvement and participation of consumers in the program's services.

- M. Strong commitment to community-based services for persons with high needs and low resources.
- N. Be willing to work in the homes and communities of consumers and their families
- O. Experience working effectively with culturally, socio economically, and ethnically diverse populations.
- P. Speaking, writing, and reading fluency in Spanish, Vietnamese, or Laotian is preferred but not required.

DIRECT SUPERVISOR: PROGRAM DIRECTOR

PERSONAL ATTRIBUTES:

- A. Demonstrates High Professionalism
- B. Strong Organizational Skills
- C. Effective Interpersonal Skills
- D. Ability to Maintain Confidentiality
- D. Excellent verbal and written skills.
- E. Detail oriented.
- F. Works independently.
- G. Works collaboratively with other program staff.
- H. Flexibility to handle organizational needs.

A: ADMINISTRATIVE KNOWLEDGE AND SKILLS:

Assumes responsibility for the implementation of mental health programs. Ensures compliance with the stated objectives of the programs/projects. Participates as a Trainer in Training staff, coordinates the work of others within the program; works with other programs as necessary.

1. Preliminary knowledge of new and updated requirements for contracts and funding sources.
2. Preliminary knowledge of new and updated requirements Mental Health regulations and procedures.
3. Update program procedural manual, documents and forms.
4. Preliminary knowledge and practice in delivering community mental health program services.
5. Maintain program mission in line with The Hume Center's mission and contract expectations.
6. Meet program goals and objectives.
7. Generate Program Reports include, but not limited to, individual performance, management, outcomes/evaluations reports and contract summary reports.
9. Represent The Hume Centers' program services in the community. Conduct outreach and educational presentations in the community.
10. Develop and maintain positive collaborative relationships in the community.
11. Participate in Program Collaborative meetings at The Hume Center and in the community.
12. Collaborate with Hume Center Management and Supervisors to ensure that program goals and objectives are met.
14. Ensure quality assurance and maintenance of case records, and documentation of activities as required by agency, funding source, and contract requirements.

15. Fulfill additional administrative responsibilities, as needed.

B: SUPERVISORY KNOWLEDGE AND SKILLS:

I ADMINISTRATIVE SUPERVISORY KNOWLEDGE AND SKILLS:

1. Assign and review clinical cases with staff and orient staff and trainees to clinical and program procedures.
2. Complete performance evaluations of supervisees. Identify professional needs and develop and implement a professional development plan.
3. Collaborate with other Program Heads and Supervisors.
4. Participate in recruitment and utilization of staff and trainees.
5. Participate in weekly Supervisor's peer consultation meetings
6. Provide back-up for Supervisors if they are unavailable.
7. Ensure trainees complete training requirements including meeting the required number of supervision and didactic hours and training contract expectations.
8. Review staff case records, including intakes, clinical progress notes, discharge summaries.

II MENTAL HEALTH SUPERVISORY KNOWLEDGE & SKILLS:

1. Theory and Practice a Public Health model of providing community mental health service.
2. Theory and Practice Mental health consultation.
3. Develop peer consultation mental health education groups.
4. Conduct organizational development consultation.
5. Engage in community organization for mental health.
6. Provide weekly individual supervision to staff placed in program(s). Practice enabling process of supervision.
7. Facilitate a peer consultation support group.
8. Consult with staff and trainees on clinical and program matters as the need arises.
9. Organize and facilitate interactive didactic seminars relevant to the scope of The Hume Center's program(s).
10. Demonstrate knowledge and skills in clinical assessment.
11. Demonstrate knowledge and skills in clinical services: Adult, individual, group, child, youth, couples and family therapies.
12. Demonstrate understanding in working effectively with culturally, socio-economically, and ethnically diverse populations.
13. Demonstrate understanding of alcohol and other drug addiction and recovery.
14. Demonstrate understanding of resiliency, recovery and wellness approaches.

C: DIRECT CLINICAL SERVICES:

1. Provide direct services in service program.
2. Complete case records, including intakes, clinical progress notes, discharge/transfer summaries, etc.
3. Collaborate and/or consult with 3rd parties in client cases.
4. Participate in program development, implementation and evaluation.
5. Participate in clinical case consultation.
6. Fulfill additional clinical responsibilities as needed.

D: OTHER:

1. Demonstrate an understanding of The Hume Center's Philosophy, Organizational Culture, and Organizational Channels of Communication through practicing an enabling model of working together.
2. Meet with assigned Supervisor on a weekly basis for individual supervision.
3. Attend other required meetings.
4. Fulfill any additional duties specified by assigned Supervisor (Department Head) and/or President.