

## **Clinical Program Manager**

**Title:** Program Manager

**Reports To:** Program Director

**Pay Rate:** 85k-90k

### ***REQUIRED QUALIFICATIONS:***

- *Obtained at least a Master's degree*, especially in Counseling Psychology, Clinical Psychology, Social Work/Social Welfare, Marriage and Family Therapy, or similarly related field.
- *Registered with the Board of Behavioral Science, BBS*, or active in the registration process.
- Licensed in California.
- Experienced and knowledgeable in child development, especially in BIPOC (Black, Indigenous, POC) families and communities.
- Knowledge of and/or interest in early childhood (0 - 5 years old) development and supports
- Working knowledge/experience related to issues of homelessness and domestic violence
- Excellent oral and written communication skills
- Positive attitude and team play with proven ability to work with people of different intersecting identities

### ***Scope of responsibilities:***

- The core expectation of this role is to support service staff in fulfilling their respective roles and duties, as well as support programmatic tasks, and collaborate closely with the Program Director
  - Can offer leadership/guidance/support to direct service staff
- Communicate needs for support and guidance for individual staff to the Program Director
- Voice for the program details on behalf of the Program Director
  - Furtherance of leadership style
  - Promote and further program goals flowing from the Program Director's oversight
- Present ideas for program and/or agency furtherance, organization, and/or streamlining to the Program Director

### ***Regular duties and expectations:***

- Meet with each staff member within the specific program at least once per month
  - Monitor and track employee's adherence to respective job duties and clarify program and/or agency policies
  - Provide verbal reminders and follow-ups for individual staff billing and documentation
  - Act as a coach, encouraging individual employees within the program and sharing experiences as appropriate that might be supportive to clinician challenges

- Route employee questions, concerns, and challenges appropriately
- Have regular individual meetings with the Program Director for program-specific needs and individual professional development and collaboration
- Support orientation and training process for new consultants
- Support review of monthly activity forms and progress notes
- Keep site agreements up to date, maintain program data, and support with quality assurance

### **About Homeless Children's Network**

HCN works to decrease the impact of trauma and to empower families. Our comprehensive clinical services enable us to work closely with each family to understand their needs and to connect them to HCN's internal resources and our external partners. We form a trusted relationship and follow our clients over time, providing security and stability that allows them to become more stable and confident, raise healthy and emotionally independent children, and develop skills and training that will help lift them out of the cycle of homelessness.

### **HCN's Community Culture**

Of all the above important qualifications, bring the heartfelt quality of compassion, with exquisite cultural responsiveness as a primary guiding quality, not only of your professional life, but of what you hold dear.

Please bring a strong analysis of how race, ethnicity, culture, language, region, poverty, sexual and gender identity, age, education, opportunities and resources generationally made available or not, and systemic oppressions impact a person's mental health.

Please have stories of your own life and how you have been a mover and shaker to transform these systems.

Please accept that HCN is a vibrant community that has a legacy that is of interest to you, and is also prompted to grow steadily, and with the respect of what has been done well central in the conversation.