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## Mental Health Program

**Job Title:** Peer Mental Health Program Director

**Reports to:** VP of Family and Adult Services

**Job Status:** Salaried / Exempt

**Job Summary:** Under the supervision of the VP of Family and Adult Services, the Program Director is responsible for the oversight of multiple peer based programs and the supervision of personnel. The Program Director works collaboratively across all programs to promote and increase services for people with mental illnesses, including homeless and dually diagnosed people. This position is responsible for the growth and development of CAM Peer Mental Health programs and services. Responsibilities include program budget, community outreach functions, staffing, development / coordination of existing and new programs, and participation in fund development activities.

### Primary Responsibilities

- Demonstrate the agency mission, purpose, values and beliefs in everyday language and contact with the internal and external stakeholders
- Plans, organizes, directs and controls the Program. Responsible for the administrative functioning of the Program including the implementation of all strategic planning activities of the Program consistent with the Agency strategic plan.
- Ensures compliance with, and implementation of all Program policies and procedures through the appropriate assignment of duties to the supervisory and administrative staff
- Ensures that the program is in compliance with all applicable laws and regulations and keeps informed about changes in regulations
- Develops and maintains a productive work relationship with County and local agency representatives. Actively participates in meeting client needs and adapting to changing consumer and community needs at all times. Acts as liaison between the program and County and community partners
- Represents the Agency on various committees in the community and at Behavioral Health & Recovery Services.
- Establishes staffing requirements for all program areas. Working with the Director of Human Resources directs the recruitment, selection and when necessary progressive disciplinary action or termination within the Program.
- Manages the Program within allocated budgetary parameters and collaborates in the development of the fiscal budget with the VP of finance and operations.

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5/2018  
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- Acts as the Privacy Contact for the Program, maintaining all required records, logs, and systems in compliance with HIPAA regulations
- Supervises all department managers and maintains supervisory authority over personnel assigned to the departments to ensure that employees fulfill job requirements. Provide training and guidance on an as needed basis.
- Establishes the vision for the program and creates a culture and initiatives that reinforce the vision.
- Demonstrates an understanding of Agency stakeholders, including persons served, families, and customers in all interactions and conduct
- Works with law enforcement to advocate for and assist mentally ill adults who are in crisis or at risk of incarceration
- Interact with other agencies to inform them of the Enterprise Resource Center and other CAM mental health and social services
- Maintain Medi-Cal recertification with Marin County Behavioral Health & Recovery Services, including, but not limited to, arranging fire clearance, site certification, and any plan of correction.
- Create and submit required annual reports for contracts
- Conduct annual performance evaluations for staff
- Attend monthly Manager meetings; meet with supervisors to discuss changes in programs and other relevant issues
- Support and supervise Assistant Program Director
- Other duties as assigned

### *Qualifications*

- Masters degree in psychology, social work, counseling, public health or other equivalent degree required.
- Current professional licensure as a Psychologist, Marriage & Family Therapist (LMFT), Clinical Social Worker (LCSW), or Professional Clinical Counselor (LPCC) desired
- Four (4) years of experience in an administrative management position in a health care setting
- Two (2) years of responsibility for supervision of staff, budgeting, program planning
- Must have an understanding of community mental health services, psychiatric rehabilitation concepts and the Recovery Philosophy
- Understand Medi-Cal billing and the ability to teach the concepts to staff
- Strong knowledge of mental illness, dual diagnosis, evidenced based treatment options, and homelessness
- Knowledge of crisis intervention and ability support staff in agency protocols to ensure safety for clients and staff.
- A successful track record working with, and sensitivity to, multi-cultural populations
- Ability to work under pressure, multi-task, and change priorities quickly
- Personal mental health experience
- Excellent Management / Supervisory skills
- Excellent verbal and written skills
- Computer skills - including Outlook, Excel and Word
- Valid California Driver's License with clean driving record and insurable by Community Action Marin's automobile insurance policy
- Deep understanding – and ability to articulate – the role equity, inclusion, and diversity plays in our work.

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### **Physical Requirements**

- Ability to sit, walk, stoop and stand intermittently
- Ability to grasp, push and pull objects such as files, file cabinet drawers and reach overhead
- Ability to operate a telephone and use a computer