



The **Chinatown Service Center (CSC)** is a nonprofit organization that provides multilingual health and social services, employment training and counseling in the Greater Los Angeles area. For further information on CSC, Visit our web site at <http://www.cscla.org>

<u>Position:</u>	BHD Program Manager
<u>Open Date:</u>	April, 2024
<u>Closing Date:</u>	Until filled
<u>Pay Range:</u>	\$75,000.00 to \$99,000.00 Per Year

Job purpose

Under the direction of the Director of Youth and Family Services, the Program Manager will manage the clinical integrity of the programs and provide clinical supervision to unlicensed therapists. Program Manager may also maintain a certain amount of their own caseload.

Duties and responsibilities

- Develop staff and interns to perform mostly as a field-based counselor for county contracted programs, and assign and manage staff caseload
- Provides clinical and administrative supervision weekly to staff and interns.
- Provide administrative and operational support by coordinating meetings, activities, capacity-building events, family activities/workshops, projects, and data.
- Ensures documentation meets requirements for prompt and accurate submission.
- Attend and coordinate services and meetings with the Department of Children and Family Services and other members of the multi-disciplinary team.
- Collaborate and maintain professional relationships with external sources such as the County, schools, community organizations, and healthcare clinics.
- Responsible for contract compliance and quality assurance of the programs, internal and external audit/site visits.
- Monitor caseload data systems and productivity of staff and interns.
- Oversee and assess staff capacity-building activities and adherence to staff and intern training.
- Prepare, monitor and track reports, including billing and statistical information as applicable to contracts.
- Assist the Director in completion of program budget and monitor program expenses.
- Attend all contractor-related meetings, including but not limited to monthly partnership meetings, meetings with subcontractors, etc.
- Attend and actively participate in staff meetings to provide input towards program development and staff training.



- Regularly review and maintain audit ready standards and peer audit.
- Oversee daily program operations including staff and office schedule.

Qualifications

- LMFT/ LCSW/ licensed Psychologist by the State of California Board of Behavioral Science, plus a minimum of two years post-licensure experience. Must maintain licensure as a condition of employment.
- Knowledge of principles and techniques of social, cultural, and intergenerational dynamics of Asian immigrants and refugees.
- Knowledge of the Department of Children and Family Services programs preferred.
- Good communication skills, both verbal and written.
- Excellent interpersonal, communication and organizational skills.
- Must possess a valid California driver's license and maintain an insurable driving record.
- Available to work flexible hours, including evenings and weekends as needed.
- Ability to pass health, fingerprint, and DMV clearance.

Physical Demands

- Must be able to remain in a stationary position 50% of the time.
- Ability to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Able to operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Able to constantly position yourself to maintain files in file cabinets such as reaching with hands and arms, kneeling, crouching, etc.
- The ability to communicate, detect, converse with, discern, convey, express oneself, and exchange information is crucial for this role.

Please send your resume to:

cschr@cscla.org

Subject: BHD Program Manager

**Chinatown Service Center is a nondiscrimination equal opportunity employer.
Reasonable Accommodations are available upon request to individuals with disabilities.**