



JOB ANNOUNCEMENT

Bill Wilson Center is a nationally and regionally recognized leader for providing services to at-risk youth and families. Our agency -- from our executive team to our line staff -- is committed to improving the lives and conditions of the people we serve. We provide direct services to more than 3,500 children, youth, young adults and families in Santa Clara County. BWC provides services that meet the cultural and linguistic needs of our whole community. We value our unique ethnic diversity as well as the LGBTQ community and non-able body community. Join us and become a difference maker at Bill Wilson Center! Find out more at http://www.billwilsoncenter.org/bwc_jobs/

Program Supervisor – THPP/THP-NMD

The Program Supervisor is an important part of BWC's management team supporting the agency mission and vision to help our most vulnerable population of foster youth achieve self-sufficiency and life skills needed towards reaching their unique hopes and dreams. Through an intensive case management model, we support youth 16-21 yrs of age in attaining educational goals, employment, well-being, develop permanent connections with caring adults and prepare for their transition to THP+ Aftercare or permanent housing. The Program Supervisor leads a team of 4 Case Managers, one Life Skills Coach and Relief Residential Counselors.

MANAGERIAL RESPONSIBILITIES

- Provide on-going supervision to THPP and THP+FC Case Managers, Life Skills Coach, Residential Counselor, House Monitors and Relief Residential Counselors
- Interview, coach, develop staff professional development plans, 6 month and annual performance plans
- Manage all scheduling of employees and maintain adequate ratios of staff to youth.
- Maintain budgetary responsibilities and management within approved guidelines. Maintain census to meet budget projections
- Attend quarterly collaborative meeting with DFCS, and monthly Agency PQI and Program Ops Meetings
- Ensure that all employees complete initial (40 hrs) and continuing (20 hrs/yr) education requirements
- Monthly review of outcome metrics and program development/interventions to support meeting all outcomes
- Facilitate weekly staff meetings and clinical reviews
- Review all incident reports written by staff within one business day of occurrence and send to CCL and Placement worker
- Ensure staff are meeting client documentation expectations and deadlines
- Conduct Performance Evaluations of Staff

PROGRAM DUTIES AND RESPONSIBILITIES:

- When understaffed, assume a ½ caseload in THPP (and perform all case management duties for assigned clients)
- Oversee that medication procedures are followed in THPP programs

Program Supervisor – THPP/THP-NMD

- Crisis Intervention support
- Develop relationships with County Social Services, police departments, community CBO's and other potential partners for placement, referrals and coordination of services
- Keep census at full capacity
- Data entry of all client contacts and outcomes in AWARDS electronic health care record
- Ability to make sound clinical assessments and interventions with challenging youth behaviors and mental health issues
- Regular attendance is a requirement of the position
- Other duties as may be assigned.

QUALIFICATIONS:

Master's Degree in Counseling, Social Work or Psychology or Masters in progress and two to four years related field experience required. Management and training experience highly desired. Experience working with culturally diverse youth required. LCSW or LMFT desired. Experience with Community Care Licensing (CCL) programs a huge plus! Current CPR and First Aid Certification required (or complete within 30 days of hire). Valid California driver's license with access to a personal vehicle with current insurance that can be used for company business. Fingerprinting/background check as required by the Department of Justice and/or Title XXII regulations. TB test required.

All applicants are required to be fully vaccination with booster against COVID-19 (if eligible or agree to receive booster at the time of eligibility) prior to employment.

SALARY RANGE:

\$85,000 - \$90,000.00 annually. 100% employer paid Medical, Dental, Vision, Life Insurance, LTD and Employee Assistance Program. Retirement Plan with discretionary Employer Contribution. Generous PTO plan, 13 paid Holidays. And much more!

For consideration, please submit cover letter and resume (reference the position name in the subject line and/or cover letter) to:

BILL WILSON CENTER
ATTN: Resumes
FAX: (408) 244-4022
Email: resumes@billwilsoncenter.org

EEO:

Bill Wilson Center is an Equal Opportunity/Affirmative Action employer committed to building a team that represents the racial, ethnic and linguistic needs of our community. People of color, women, persons with disabilities, and persons who are LGBTQ are strongly encouraged to apply.

This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. Because of a need to remain responsive to the needs of our clients and BWC's operations, responsibilities may be modified at any time.