



Wellness Program Manager

Job Description

APPLICATION DEADLINE: 02/15/19

POSITION AVAILABLE: immediately

Date Posted: January 24, 2019

About the North Marin Community Services North Marin Community Services (NMCS) is a one-of-a-kind 501c3 non-profit agency with a mission is to empower youth, adults and families in our diverse community to achieve well-being, growth and success. NMCS, a merged organization of the North Marin Community Services and Novato Human Needs Center, was formed on January 1, 2018. Become a part of the NMCS community filled with youth, families, and a dedication to providing a supportive, professional working environment. Located in beautiful Novato/CA, Marin County, we value teamwork and collaboration, cultural competence, excellence, integrity, and learning and continuous improvement. Visit www.northmarincs.org for more information us.

Job Title: Wellness Program Manager

Status: 40 hours/week, 1.0 FTE exempt management position.

Salary Range: \$28-\$30/hr (\$58,240-\$62,400) DOE. Generous benefit package including medical and dental benefits, PTO, employee assistance program, up to 2% retirement employer match, and childcare discount. Sign-on bonus of \$250 at three months of employment.

Reports to: Director of Program and Organization Development

Purpose: The Manager's responsibility is to oversee the administrative components of the Counseling and Adolescent Health & Wellness programs including program, budget, staff, and grants management.

Essential Functions:

Specific responsibilities include:

Program Management and Curriculum

- Provide administrative oversight to the Counseling and Adolescent Health & Wellness programs including the school-based program and two clinics.
- Manage the program administrative components. This includes but is not limited to maintaining and updating program manual, managing the Apricot database, statistics, billing processes and developing forms and protocols.
- Coordinate the Internship training program schedule and presenters in partnership with the Clinical Supervisor.
- Work with Child Development Program Director for inter-agency counseling/social-emotional referrals.
- Help ensure compliance of ethical and legal program standards, as well as regulatory requirements involved in the provision of mental health services.
- Work with community partners and attend regular partner or grant meetings, including Novato Unified School District and County of Marin.
- Manage program and grant deliverables including logic model activities.
- Be a strong ambassador for the agency including representing the agency in community efforts that strengthen NMCS's collaborations, assisting with tours and other fundraising efforts.
- Other duties as assigned.

Staff Management

- Provide administrative staff management to licensed Therapists, Associates, Trainees, and Adolescent Wellness Coordinator; works in partnership with Clinical Supervisor.
- Manage staff scheduling, coordinates staff meetings, and facilitates staff development trainings.
- Manage the process of recruiting, interviewing, selecting, orienting and training new program staff, including supporting the Clinical Supervisor at intern fairs.
- Ensure annual staff evaluations and implement performance management practices.

Adolescent Health & Wellness Program Oversight

- Lead and manage the Novato Teen Clinic in partnership with Marin Community Clinics (MCC).
- Train the Adolescent Wellness Coordinator in youth development and individual reproductive health education (Expertise in reproductive health can be learned on the job and is not a requirement to apply.)
- Meet every two months with Marin Community Clinics manager, and monitor, evaluate and improve services.
- Be knowledgeable of community resources and the eligibility requirements of different agencies.
- As a back up to the Adolescent Wellness Coordinator (AWC), provide school-based outreach and reproductive health workshops, and train the AWC to do so.
- Attend related funder and community meetings in support of the program.
- Clinic flow facilitation every other week.

Management Team

- Participate in Management Team and Program Quality Team activities, including attending regular meetings and participating in strategic and annual planning.
- Maintain financial responsibility for the Counseling program budget and grant deliverables.
- Be a strong ambassador for the organization including participating in community collaboratives and fundraising efforts.
- Other duties as assigned by management.

Minimum qualifications:

- Two+ years managing a human services program.
- Must possess excellent communication and organizational skills, attention to detail, and follow-through. Intermediate/Advanced in Microsoft Office programs and database experience; good with software.
- Minimum of 2 years of experience managing clinical staff.
- Bachelor's Degree in Counseling, Social Work, Psychology, or related field required.
- Have the proven ability to nurture respectful relationships with youth and their families and show sensitivity to the families' cultural, socioeconomic and linguistic backgrounds.

Other Requirements:

Supervise and interact with children, requiring a full range of motion to lift, reach, squat, climb, sit, and otherwise fully participate in activities. Job may include walking up and down stairs, standing, lifting and moving small items of up to 25 lbs. Candidate must pass a livescan background check and a pre-employment health exam including proof of vaccinations and TB test clearance (costs reimbursed). An applicant with a conviction, other than a minor traffic violation, including a misdemeanor and/or felony, will not receive background clearance. Maintain current CPR and First Aid Certification (willing to send to training).

To apply for this position:

Please submit your resume and cover letter by e-mail (preferred) or mail to:

HR@northmarincs.org
North Marin Community Services
Attn: HR Department
680 Wilson Avenue, Novato, CA 94947
Bilingual applicants are encouraged to apply.