

## POSITION ANNOUNCEMENT

**POSITION:** Program Director, Substance Use Disorder Services Program  
**REPORTS TO:** Executive Director  
**CLASSIFICATION:** Exempt  
**REQUIREMENT:** Extensive Knowledge of Title 9 and Title 22

### **Program Mission Statement:**

The Mission of the Substance Use Disorder Services Program is to provide comprehensive treatment to our clients and the community at large. We are resourceful in meeting clients' needs and treating our clients with compassion and respect. We educate clients on substance use prevention and recovery so they can live a more positive and productive lifestyle.

### **Program Description:**

The Substance Use Disorder Services Program has provided outpatient treatment to the residents of Bayview Hunters Point and city and county of San Francisco since 1974. We are a culturally sensitive, community based, multi-faceted service center for substance users who struggle with opiate dependencies. While our services are geared toward the African American community specifically, services are available to all cultural and ethnic groups of San Francisco.

### **General Description:**

Under general administrative direction from the Executive Director, the Program Director manages the overall day to day operations of the Substance Use Disorder Services Program. Consults with the Executive Director on administrative and operational policies; prepares operations reports concerning activities of programs; develops and coordinates program policies and procedures; performs related duties as required.

Requires the ability to carry-out, coordinate and enforce established policies and methods. Assist in developing new policies and methods related to specific and general problems of personnel. Provide supervision for administrative/clinical staff; responsible for making contact with the general public and representatives of outside agencies for the purpose of exchanging information.

### **Duties and Responsibilities:**

The Program Director will manage all clinical and administrative aspects of the Program. The Director provides direction, training, access and support to the all support staff. S/he ensures compliance with all applicable laws, rules, standards, policies, procedures, and practices. Responsible for updating all Program Policies and Procedures, ensure compliance with County, State, Federal, Accreditation Standards and HIPAA, work closely with the Medical Director, Unit Coordinator and Staff to ensure compliance in meeting performance goals and productivity. Maintain proper license/certifications according to the County, State, Federal and CARF Standards and DEA; familiarity with evidence-base practices.

- Oversee all phases off program operations, including ensuring that the program’s services are implemented; responsible for budgetary management and facility management.
- Supervise program staff, clinicians and consultants in the performance of their duties; evaluate the performance of all employees.
- Provide all required program reports to the Executive Director and appropriate funding agencies.
- Provide quarterly reports for Board of Directors
- Responsible for annual reviews and compliance of State licensing renewals, CARF accreditation and Federal DEA certification.
- Responsible for San Francisco City & County financial and program audits.
- Coordinate services; monitors staff productivity.
- Participate in a variety of functions, including program planning, personnel recruitment; staff development and in-service training.
- Assist in the development and implementation of management improvements and practices for the agency.
- Build and lead a cohesive and successful service delivery team.
- Possess excellent communication skills (verbal and written). Computer literacy required.
- Coordinate meetings of the clinical staff and other staff as needed.
- Interact with members of Management Team within the Foundation on a wide variety of issues, policies and strategies;
- Familiarity in working in community settings; knowledge of community resources required
- Recruit, hire, and train program personnel and administrative office staff;
- Plan, organize direct and review the work of subordinates; Ability to work with disadvantaged populations; Ability to develop operating procedures.
- Evaluate staff performance in accordance with the agency’s human resources rules and regulations;
- Direct, supervise and provide technical assistance to clinical and office personnel;
- Represent the Foundation before governmental bodies, agencies and private organizations;
- Perform other related duties as assigned or required.

### **QUALIFICATIONS:**

The Program Director will demonstrate leadership, proven accomplishments, and excellent performance in client-focused program environments. The successful candidate will have 5-10 years of senior level management responsibility as well as leadership, staff development, financial and program management.

Applicants must have the ability to effectively communicate with administrators and contracting agencies. The ability to supervise a diverse staff, coupled with the capacity to work with diverse ethnic / cultural populations is a necessity. Experience working in community settings preferred.

The successful candidate will possess interpersonal skills that will promote effective work with individuals of diverse backgrounds in multicultural environments. Must be highly self-motivated and able to effectively motivate others, and possess diplomacy, persuasiveness, and excellent communication skills (both oral and written). Must have the ability to interact and work effectively with management, staff, stakeholders, and the community at large.

**Required Qualifications:**

- Master's degree in social work, psychology, counseling or related field preferred; or Bachelor's Degree in human services, social work, psychology or related field with 5 years management experience.
- Alcohol and Drug Certification
- Experience managing/supervising professional, program and administrative staff.
- Experience working with chemically dependent individuals.
- Crisis management skills
- Proficient in Microsoft Office (Word, Excel, and Outlook)
- Current TB clearance and any other medical vaccination requirements

To Apply:

Qualified candidates should submit a resume and letter of interest to:  
Executive Director  
Bayview Hunters Point Foundation for Community Improvement, Inc.  
150 Executive Park Blvd., Suite # 2800  
San Francisco, CA 94134.  
Email: [lillian.shine@bayviewci.org](mailto:lillian.shine@bayviewci.org)