



CLUBHOUSE PROGRAM MANAGER JOB DESCRIPTION

Position:	Clubhouse Program Manager
Department:	Behavioral Health Department
Accountability:	Clinical Director of Behavioral Health Department
Job Status:	Full-Time
Classification:	Salary, Non-Exempt
Salary:	Based on Experience

GENERAL DESCRIPTION:

The Clubhouse Manager will be accountable to the Clinical Director of Behavioral Health Services for the daily oversight and management of the DCS Clubhouse. The Manager will ensure that the Clubhouse provides a warm, safe and positive environment for members to fully engage in their recovery process and work towards their vocational, educational, housing and social goals.

ESSENTIAL JOB FUNCTIONS:

- Program management, including oversight of required annual, quarterly and monthly reports
- Provides direct services through empowerment with individuals, groups and family members
- Participates & facilitates outreach efforts, presentations, workshops and educational events
- Maintains required documentation and client files in compliance with County documentation regulations
- Maintains an updated inventory of equipment, office supplies and general department items
- Responsible for Clubhouse staff relations and supervision in accordance with agency policies and procedures
- Participates in the development of Clubhouse policies and procedures and to be trained in model implementation and fidelity such as the PET, WRAP and WHAM model
- Encourages and contributes to a culture of positivity in the workplace
- Maintains confidentiality and privacy standards in accordance with agency policies and applicable regulations and laws including HIPAA
- Participates in the agency/department annual planning and evaluation process
- Ensures that program is adhering to fiscal and administrative timelines for regular ongoing activities, as well as, periodic adjustments pertaining to contracts and transfer of expenses
- Assists Clinical Director in preparation of annual budget and ensures that expenses incurred are within budget
- Participates in contract renewal process, revisions and compliance
- Other duties as assigned

EMPLOYMENT STANDARDS:

Qualifications:

- Bachelor’s Degree in Behavioral Health field, preferred. Other related degree such as in rehabilitation or social work, also acceptable
- Minimum 1-year program management experience
- Knowledge of mental health and recovery/SUD issues found within Deaf and Hard of Hearing populations
- Knowledge of San Diego resources and public transportation

Skills:

- Fluent in American Sign Language
- Ability to communicate effectively with a wide variety of communication styles within DHH communities
- Develop rapport and trust showing compassion while listening to find appropriate solutions
- Strong advocacy and case management skills, able to handle stressful situations work well under pressure
- Ability to work well in a multi-disciplinary team-oriented, diverse environment
- Effective management and leadership skills/techniques
- Flexibility and strong organizational skills
- Manage time well, prioritize and multi-task
- Understand and carry out verbal/written directions
- Effective communication skills, including presentation skills

AT-WILL: Employment with DCS is an “At-Will” relationship. DCS is an Equal Opportunity Employer.

BENEFITS:

DCS offers a comprehensive employee benefits package that includes medical, dental, vision and life insurance. DCS also provides each employee the option to contribute to a 401 (k) retirement plan and flex medical savings plan.

OTHER BENEFITS

In addition to the benefits mentioned above, DCS offers:

- Paid Personal Time
- Paid Sick Leave
- Paid Vacation Time
- Paid Holiday

APPLICATIONS DEADLINE: Open Until Filled

Submit resume and cover letter to:

Human Resources
Deaf Community Services of San Diego, Inc.
1545 Hotel Circle South, Suite 300
San Diego, CA 92108
Fax: (619) 398-2444
Email: hr@dcsosfd.org

DCS is not accepting unsolicited assistance from search firms for this employment opportunity. Please, no phone calls or emails. All resumes submitted by search firms to any employee at DCS via-email, the Internet or in any form and/or method without a valid written search agreement in place for this position will be deemed the sole property of DCS. No fee will be paid in the event the candidate is hired by DCS as a result of the referral or through other means.