



## **SIGNS OF LIFE (SOL) DRUG AND ALCOHOL PROGRAM MANAGER JOB DESCRIPTION**

**Position:** Signs of Life Program Manager

**Department:** Behavioral Health Department

**Accountability:** Clinical Director

**Job Status:** Full-time

**Classification:** Non-Exempt

**Annual Salary:** \$50,000-\$56,000

### **GENERAL DESCRIPTION:**

The Signs of Life (SOL) Program Manager is accountable to the Clinical Director of the Behavioral Health Department and is responsible for assisting the Director in coordinating the delivery of Drug and Alcohol Recovery Services to DCS clients. Primary Responsibilities include assisting with department oversight, management and coordination; providing 1:1 and group therapy, case management and advocacy for departmental clients; and coordinating outreach, training and other general social services program support. The Program Manager will also oversee the Signs of Change (SOC) sober living home for males and the Signs of Hope (SOH) sober living home for females.

### **ESSENTIAL JOB FUNCTIONS:**

- Oversees program services: planning, delivery and recordkeeping for DCS' SOL Program
- Supervises and leads SOL Program staff
- Coordinate the Signs of Change (SOC) male and Signs of Hope (SOH) recovery homes
- Provides client intake/assessment and develops individual treatment/recovery plans
- Provides 1:1 case management and advocacy services to clients, as needed
- Develops and assists members in developing community support and resources to further their recovery efforts and stability
- Facilitates substance abuse treatment across various formats such as individual, group, specialty group, crisis intervention and other relevant services
- Leads support groups in health and wellness, co-occurring disorders, recovery planning and other necessary topics relevant to the cycle of and long-term recovery
- Conducts data entry, documentation and maintenance of county required charts, reports, and outcomes measures with ASAM documentation requirements and SanWITS database system
- Collects Counselor's weekly schedules, ensuring prior approval for offsite activities, monitors effective utilization of time
- Ensures program weekly, monthly, quarterly, biannual and annual reports are accurate and submitted to the Clinical Director
- Conducts self-audits and adheres to quality assurance guidelines
- As requested, participate in the preparation of program reports
- Develops and maintains positive relationships and on-going reporting as required with referents such as probation, parole, CPS, drug court and family treatment court through monthly written progress reports and timely responses to phone inquiries

- Maintains confidentiality and privacy standards of client protected health information and other information and material in accordance with agency policies and applicable regulations and laws including HIPAA
- Maintains open communication and teamwork with program staff and case managers to integrate and enhance services
- Creates a confidential and comfortable environment for clients and staff

**NON-ESSENTIAL JOB FUNCTIONS:**

- Maintains computer skills that are appropriate to the level needed for optimal job performance; proficient using Microsoft office programs including excel and billing and documentation software such as SanWITS
- Provides in-house and external training for staff and community
- Other duties as assigned

**EDUCATION:**

- Certification through a recognized alcohol and drug certification entity such as CCAPP required
- Bachelor's degree in human services or related field, required

**EXPERIENCE/KNOWLEDGE:**

- Minimum of two (2) years' experience working with alcohol and drug-related issues/addictions
- (2) Two to (4) four years' experience in a social service agency preferably with the Deaf and Hard of Hearing people performing comparable duties
- Minimum of two (2) years' experience working as a program manager or supervising staff
- Knowledge of San Diego Community resources
- Thorough familiarity with American Deaf Culture and knowledge about Deaf and Hard of Hearing people
- An understanding of current issues related to Deaf and Hard of Hearing people
- Knowledge of ADA and other anti-discrimination laws

**SKILLS:**

- Knowledge of current trends in addiction and behavioral health care
- Ability to work well in a multi-disciplinary team-oriented, diverse environment
- Collaborates with a multi-disciplinary team
- Flexible and strong organizational skills
- Ability to use a computer to maintain accurate records/files
- Understands and carries out verbal/written directions
- Effective communication skills, including presentation skills
- Ability to run peer support/educational groups
- Proficiency in written English is required
- Fluency in American Sign Language, required
- Must have access to reliable transportation

**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@dcsofsd.org](mailto:hr@dcsofsd.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.