

JOB ANNOUNCEMENT
PLEASE POST & CIRCULATE

POSITION: Senior Program Director – Plaza Apartments

SALARY: \$47,927 annualized + Excellent Benefits

REPORTS TO: Associate Director, Supportive Housing Program

THE ORGANIZATION: Conard House, Inc. is a progressive non-profit organization in San Francisco striving for cultural competency and developing resources to help a diverse adult population self-manage mental illness. The position is with Conard House, Inc. Supportive Housing Program that provides income advocacy, case management and housing at seven hotels as well as the Cooperative Apartment Program in the Tenderloin, South of Market, and Mission areas. A Senior Program Director manages one Supportive Housing site. Conard House is a committed equal opportunity employer.

QUALIFICATIONS: Bachelor's degree, or equivalent, and at least two years experience providing direct client services in a mental health setting. 2 years experience supervising or strong leadership skills. Demonstrated strong case management skills and a thorough knowledge of mental health interventions, terminology and experience with outpatient services billing. Effective leadership, evaluation, advocacy, organizational and communication skills. Experience in working with diverse populations and within a diverse team. Experience with Medi-Cal billing preferred.

DUTIES: The Plaza Apartments is a 106-unit multi-agency collaborative sponsored by the San Francisco Redevelopment Agency through the Public Initiatives Development Corporation; Conard House will be the lead service provider. The Plaza is a Direct Access to Housing (DAH) building. The Senior Program Director will interact daily with the Department of Public Health's Housing and Urban Health (HUH) medical team stationed at the Plaza and other DAH/DPH officials, and at times, with staff from the Mayor's Office.

- Supervise Supportive Housing Program Case Management staff at program location, including hiring new staff, conducting performance evaluations and recommending personnel actions.
- Train staff in all areas of case management including Medi-Cal charting and billing.
- Meet individual staff in weekly supervision and review individual staff charting on a weekly basis.
- Monitor timely completion of all charting and billing objectives on a weekly basis.
- Work effectively with staff from Department of Public Health, Housing and Urban Health, the John Stewart Company, and PIDC to help lead and maintain collaborative team.
- Develop and implement groups and activities that address resident needs within an independent living program.
- Ensure accurate and timely completion of statistical reports for program location.
- Assist Associate Director with monitoring program budget.
- Attend Program Director's business and program meetings.
- Lead Plaza collaborative meetings.
- Assume responsibility for case management of a small caseload.
- Must carry a pager for emergency response evenings and weekends.
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People from culturally diverse backgrounds are encouraged to apply

**Mail or fax resumes to the above address Attn: Susan Marick-Ker
or email: jobs.plaza@conard.org**