



EMPLOYMENT OPPORTUNITY

Koreatown Youth & Community Center, Inc. (KYCC) is a non-profit organization that has been serving the Korean American and multi-ethnic Koreatown community since 1975. KYCC's programs and services are specifically directed towards recently immigrated, economically disadvantaged youth and their families. KYCC offers a wide array of programs including counseling, academic services, community outreach, business services, affordable housing, and neighborhood beautification.

We have been serving our diverse community for more than 40 years, and if you're passionate about creating change within our community, we'd like to meet you.

Substance Use Disorder Services Manager (Full-time, Exempt)

Unit: Substance Use Disorder Services Unit **Reports To:** Assistant Division Director **Positions Available:** 1
Posting Date: 1/29/18 **Salary:** \$50,000 – 65,000 annually DOE, plus BENEFITS

Summary: Under the direction of the Assistant Division Director, the Substance Use Disorder Services Manager is a management level position responsible for overseeing the operation of the Substance Use Disorder (SUD) Services Unit on a day-to-day basis, including the developing and planning of programs and services, delivery of services, contract management, quality assurance, program evaluation, and community relations. This position is also responsible for ensuring that the quality of services being provided by the unit meets established critical standards and practices through individual supervision of administrative and direct service personnel, chart review, and other quality assurance activities. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a full-time, exempt position.

Duties / Responsibilities:

- **Provide program service delivery management by:**
 - Overseeing the day-to-day operations of the SUD Services Unit including case coordination, troubleshooting client relations, and data management.
 - Leading the development, negotiation, and management of unit contracts and grants with multiple government foundations, health plans, and other funders.
 - Leading unit contract compliance activities including monitoring achievement of contract performance objectives, assuring compliance with documentation requirements, coordinating program evaluation activities, assessing personnel performance, and other related unit performance issues.
 - Leading the development and maintenance of partnerships and collaborations with external community and government entities.
 - Maintaining an up-to-date knowledge of best practices and new developments in the SUD Services field.
 - Assisting with the preparation of contract and grant applications and proposals to implement new programs and enhance existing programs to address unmet service needs.
- **Provide personnel supervision by:**
 - Conducting individual and/or group supervision for direct client service personnel.
 - Ensuring that the delivery of SUD services is provided in an ethical, timely, and client-centered manner.
 - Ensuring program and service activities are documented in compliance with all applicable regulations and requirements by reviewing documentation for intakes, assessments, treatment plans, progress notes, referral logs, and service coordination plans for accuracy and timeliness.
 - Providing on-going supervision as well as crisis intervention consultation for counseling staff.
 - Leading the recruitment, selection, training, discipline, and evaluation of unit personnel.
 - Coordinating staff development and training activities.



- **Provide administrative and organizational leadership by:**
 - Actively participating as a member of the organizational management team.
 - Organizing and conducting periodic unit staff meetings.
 - Attending professional development activities, such as conferences and training events, as a means to continually improve professional competence.
 - Representing the organization and unit at various external activities and events.
- **Attend relevant meetings, trainings, events and activities.**
- **Perform other related duties as assigned by the Assistant Division Director.**

Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):

- Certification as an alcohol and other drug counselor by a certifying organization approved by the California Department of Health Care Services in accordance with Section 11833 of the California Health and Safety Code.
- A Bachelor's degree in Psychology, Social Work, or other-related field from an accredited college or university.
- A minimum of five (5) years full-time experience working in substance use disorder services, including at least two (2) years of supervisory experience.
- Knowledge of working with adolescents, adults, and families from culturally diverse, urban communities.
- Experience in contract management, grant writing, and fundraising.
- Ability to organize and prepare documentation of program and service activities in an accurate and timely manner.
- Strong interpersonal, organizational, and written and oral communication skills.
- Ability to effectively work collaboratively with others within the organization and with external partners and a willingness to fully participate in the team process.
- Strong commitment to working with a diverse, multicultural organization and community.
- Proof of passing a TB test and Live Scan fingerprinting clearance.
- A valid Class C California Driver's License, access to personal automobile, and proof of auto insurance.
- Proof of eligibility to work in the United States.
- Physical requirements: Able to hear a child calling for help, able to see a child on the playground, able to sit for long periods of time, seeing to inspect the field and written documents; ability to communicate with KYCC staff, affiliates, clients and public; sitting for extended periods of time; and dexterity of hands and fingers to operate office equipment.

Desired Qualifications:

- A Master's Degree in Psychology, Social Work, Marriage and Family Therapy, or other behavioral health field is highly desired.
- Bilingual capacity (Spanish/English and/or Korean/English).
- Certification in CPR (Youth & Adult) and First Aid training.

To apply, please submit a **cover letter and resume**.

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