JOB TITLE: Parenting & Youth Clinical Manager
REPORTS TO: Director of Parenting & Youth Services
LOCATION: Berkeley, CA
EMPLOYMENT TYPE: Full time 37.5 hours/week, salaried, exempt

OUR AGENCY
Rooted in Jewish values and historical experiences, and inspired by the strengths of the diverse communities we serve, JFCS East Bay promotes the well-being of individuals and families by providing essential mental health and social services through every stage of life. JFCS East Bay is an innovative, multicultural human service agency that has served individuals and families throughout Alameda and Contra Costa counties since 1877.

The agency’s current programs include resettling refugees, providing mental health services to children and families of color, offering immigration legal services, and supporting seniors and Holocaust survivors. Our staff of more than 60 employees is characterized by its dedication, teamwork, warmth, humor, and high professional standards. Agency offices are located in downtown Berkeley (five blocks from BART) and Concord (five blocks from BART), with a satellite location in uptown Oakland.

*JFCS East Bay actively seeks to hire qualified professionals who reflect the cultural and linguistic diversity of the East Bay and of our clients.*

JOB SUMMARY
Under the supervision of the Director of Parenting & Youth Services, the Clinical Manager will provide oversight for the supervisors and clinicians in the department. These clinicians are using a relationship-based model to provide early childhood mental health services and case management to children 0-5 and their families, as well as older children. Services are provided in a variety of settings, including the child’s home, schools, or at the JFCS East Bay offices. The manager will provide reflective clinical and administrative supervision to those staff providing supervision and direct treatment. This position will also be responsible for quality assurance, development of protocols and procedures, and assisting the Director of Parenting & Youth Services with maintaining community partnerships. This position will also include oversight of various projects and possibly maintaining a small direct service caseload.

DUTIES & ESSENTIAL JOB FUNCTIONS
- In conjunction with the department director, provide leadership for the Parenting & Youth team.
- Provide clinical and administrative supervision for 4 and 8 clinicians and supervisors who are providing early childhood and children and youth mental health treatment.
- Coordinate grant compliance and quality assurance for a variety of funding sources, including writing grant reports.
- Develop program protocols and procedures.
- Maintain community partnerships.
- Assist in the recruitment, interviewing, and selection of staff.
- Assist in coordination of training and team meetings.
- Participate in staff evaluations.
- Coordination of referrals and assignment of cases.
- Work on additional projects and perform other duties as assigned.

**COMPETENCIES**

- **Computer Literacy:** Use technology effectively in the performance of one’s job. Includes the integration and acceptance of new technology when appropriate. Confidence using Microsoft Word and Excel; Google Docs, Gmail, and calendar; and client management systems/databases.
- **Integrity:** Ability to maintain strict confidentiality related to client, staff and other Agency information. Personal qualities of integrity, credibility, and commitment to agency mission of promoting and strengthening the social and emotional well-being of diverse individuals and families throughout the East Bay.
- **Cultural Competency:** Committed to culturally informed practice and a multicultural learning environment. Experience working in diverse communities and ability to bridge cultures.
- **Patience, compassion, flexibility.**
- **Problem Solving:** A proven ability to identify administrative needs, propose solutions and lead the adoption of new processes
- **Communication:** Able to inform verbally and in writing, with clarity and good effect and to understand clearly and quickly when instructions are received. Includes judgment about what information is important and what is not, and what should be communicated, how, to whom and when.
- **Work Quality:** Strong attention to detail
- **Planning:** Excellent organizational and time management skills
- **Adaptability:** Ability to manage multiple tasks simultaneously and prioritize work to meet deadlines. Ability to work independently and part of a team

**QUALIFICATIONS**

- Licensed Clinical Social Worker, MFT or Psychologist with at least two years post licensure and completion of supervisor training.
- Training in early childhood mental health.
- Previous experience with supervising staff.
- Previous experience with EPSDT program management (preferred).
- Bilingual in English & Spanish preferred.
- Knowledge of typical and atypical child development.
- Knowledge of home visiting.
- Experience working in diverse communities and ability to bridge cultures.
- Committed to culturally informed practice and a multicultural learning environment.
- Excellent leadership skills.
- Ability to problem solve.
- Skilled in data management and preparation of written reports.
- Ability to work independently and part of a team.
- Clean DMV record, current California driver’s license, and car required.
- Must be available to work one evening per week.
- Must be able to travel to various job sites in Alameda County.

**PHYSICAL REQUIREMENTS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Ability to sit and work at a computer for extended periods of time.
- Ability to lift and carry up to 10 pounds.
- Walking, standing, twisting and bending for brief periods of time.
- Occasional reaching and grasping using hands and arms.
- Regular use of hands requiring dexterity in using the telephone, keyboard, mouse and calculator.
- Regularly required to talk and hear people speaking in person and by telephone.
- Visual ability to read documents and a computer screen.
- May be required to ascend/descend stairs.

**COVID-19 REQUIREMENTS**

All employees must show proof of vaccination against COVID-19 and follow JFCS East Bay COVID-19 policies. Reasonable accommodations may be made for individuals with medical or religious reasons where they do not cause undue hardship or pose a direct threat to the health and safety of others.

**COMPENSATION AND BENEFITS**

Salary is $90,000 to $95,000 per year, depending on experience. Generous benefit package includes: Medical, Dental, Vision, Life Insurance, FSA/HSA, 401(k) with agency match (after 1 year), 28 paid days off, great colleagues, and a friendly, respectful work environment.

**TO APPLY**

Please submit a thoughtful cover letter and resume to currentjobs@jfcs-eastbay.org. Please include your name, job title, and “PY50” in the subject line. Position open until filled.

*JFCS East Bay is an Equal Opportunity employer and does not discriminate on the basis of age (40 or older), ancestry, color, religious creed (including religious dress and grooming practices), denial of family and medical care leave, disability (mental and physical), including HIV and AIDS, marital status, medical condition (cancer and genetic characteristics), genetic information, military and veteran status, national origin (including language use restrictions), race, sex (including pregnancy, child birth, breastfeeding and medical conditions related to pregnancy, child birth or breastfeeding), gender, gender identity and gender expression, sexual orientation, or any other protected status in accordance with all applicable federal, state and local laws.*