



**JEWISH FAMILY &
COMMUNITY SERVICES**
EAST BAY

Position Announcement
Senior Program Manager

JOB TITLE: Senior Program Manager

REPORTS TO: Senior Clinical Director

LOCATION: Berkeley/Hybrid

EMPLOYMENT TYPE: Full time (37.5 hours per week), Exempt

About Jewish Family & Community Services

Ready to transform life in the East Bay and build capacity for our growing nonprofit to meet the new demands our communities face today? Become Jewish Family & Community Services (JFCS) East Bay's Senior Program Manager. We are looking for an inclusive leader to advance our Parenting & Youth Department's client/community engagement efforts, maximize our service potential, and mentor our high performing Parenting & Youth personnel team.

JFCS East Bay partners with our clients, staff, and community to pursue justice, promote healing, and advocate for meaningful change. We are an innovative social service agency and community-based organization that has served individuals and families throughout Alameda and Contra Costa counties since 1877. We reunite and strengthen families, care for the mental and physical health needs of people impacted by trauma, support healthy relationships between young children and their caregivers, provide legal representation to immigrants, and resettle refugees who seek to start their lives anew. We advocate for housing justice, mobilize community resources, and build bridges across our diverse East Bay to support our clients in meeting their goals and strengthen our community overall.

Our staff of almost 70 employees is characterized by its dedication, teamwork, warmth, and humor. JFCS East Bay actively seeks to hire a dynamic leader who reflects the cultural and linguistic diversity of the East Bay and of our clients. If you are deeply committed to developing authentic relationships with donors, funders and community members, think creatively about advancing community capacity, and want to engage and advocate to build a healthy and just East Bay, this is the role for you. BIPOC, LGBTQ+, immigrants, multilingual, mature or differently abled candidates, and people of all faiths or none at all are encouraged to apply.

JOB SUMMARY:

The Parenting & Youth Senior Program Manager will join JFCS East Bay as our new vision for community health takes shape and we begin to implement our new strategic plan. This position will provide oversight with the programmatic operations within the Parenting & Youth Services Department. We are seeking a candidate who is passionate about overseeing the development and maintenance of services provided to our Birth to 8 years old, early school age, and early adolescent clients.

Under the supervision of the Senior Clinical Director, the Senior Program Manager will focus on the following six core areas of program management:

- Staffing & Resource Management
- Quality Assurance & Impact Evaluation
- Grants/Contracts Tracking
- Systems/Records Reporting
- Developing/Controlling of Department Budget
- Supporting Senior Clinical Director with developing/implementing clinical policies and procedures

This position will have direct reports on behalf of the Clinical Managers and indirect reports on behalf of the clinicians.

This position will operate in a hybrid approach, allowing the candidate to work remotely while also being able to work in the field, report to sites and our Berkeley or Concord office.

IDEAL CANDIDATE: Who You Are:

- **Licensed:** LCSW, LMFT or Clinical Psychologist. Training in early childhood and early school age mental health required
- **Program Development:** Extensive experience in identifying, analyzing and recommending new program opportunities; develops and articulates strategic approaches, partnerships, and staffing plans; coordinates program opportunities regularly with department personnel
- **Content Knowledge:** Previous experience with early periodic screening, diagnostic and treatment program management. Previous experience with school-based services program management
- **Team Leadership:** Minimum (5) years experience with supervising, motivating and training staff, highly preferred within a clinical setting

- **Grants/Contract Management:** Previous experience with contracts/grants management within the early childhood and/or early school age sectors. Support the grant writing team with compiling information for and submitting request for proposals for future funding
- **Quality Assurance:** Oversee documentation requirements (inclusive of EPSDT contract compliance) for each department contract and communicate changes to department staff. Familiarity and experience with Medical guidelines, preferred Send documentation reminders. Support Clinical Managers with reviewing and approving initial and annual charts. Ensure compliance with HIPAA requirements and serve as HIPAA Officer.
- **Integrity:** Ability to maintain strict confidentiality related to client, staff and Agency information. Personal qualities of integrity, credibility, and commitment to the JFCS-East Bay mission and vision
- **Social & Emotional Skills:** Patient, compassionate and adaptive to the growing mental health needs within the JFCS-East Bay community
- **Communication:** Can exercise good judgment about what information is important, and what should be communicated to whom
- **Cultural Competency:** Committed to culturally informed practices and multicultural learning environment. Able to bridge cultures. Excellent interpersonal skills and can engage with people of all ages, cultural and ethnic backgrounds, sexual orientations, and genders
- **Computer Literacy:** Can use technology effectively to perform one's job and learn new technology when needed. Confidence using Microsoft Word and Excel; Google Docs, Gmail, calendar, and Microsoft Teams; and client management systems/databases. Skilled in data management and preparation of written reports
- **Language:** Bilingual in English and Spanish preferred. English fluency is required. Able to clearly communicate verbally and in writing and understand quickly when instructions are delivered
- **Physical Requirements:** To successfully perform the essential functions of the job, some physical requirements for sitting, standing, lifting, and communicating are needed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- **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
- **Schedule & Driving Requirements:** Clean DMV record and current California driver's license required. Car is preferred if needing to travel to various job sites/meetings within Alameda County

COMPENSATION

- Salary Range: \$95k - \$105k per year, commensurate with experience
- \$2000 signing bonus
- 28 days off per year
- Medical, Dental, Vision and Life Insurance
- FSA/HSA plans
- 401(k) with agency match (after 1 year)
- Great colleagues
- A friendly, respectful work environment.

TO APPLY

Please submit a thoughtful cover letter and resume to currentjobs@jfcs-eastbay.org. Only complete applications will be considered.

Jewish Family & Community Services East Bay is an Equal Opportunity Employer that highly values diversity.

Applications will be reviewed on a rolling basis. Candidates are encouraged to apply as soon as possible.

EQUAL OPPORTUNITY EMPLOYMENT

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.