



Exempt
June 5, 2017

JOB ANNOUNCEMENT

Position: Program Coordinator (Drug Medi-Cal Outpatient)
Reports to: Program Manager
Salary Range: Starting salary based on experience, qualification, and budget.
(100% time – 40 hours per week)

Position Purpose:

Manage daily facility operations and oversee the implementation of activities associated with the agency's program design.

Principal Responsibilities:

1. Oversee daily activity of program staff, volunteers and clients
2. Supervise intake and assessment duties as they relate to potential clients
3. Orient new staff, visitors and dignitaries to the service and policies associated with the facility
4. Supervise the ongoing development and quality assurance of the program in conjunction with the operations director
5. Ensure organization's adherence to all state, county and federal treatment standards and regulations
6. Monitor the program and clients for safety, quality and zero tolerance to the presence of drugs and alcohol in or around the program and premises
7. Oversee the development and maintain an on-going list of community resources for referrals and linkages
8. Provide reports as requested on contract compliance activities and program outcomes
9. Attend seminars, conferences, and trainings relative to substance abuse treatment and skills necessary for a position of leadership
10. Assist with the on-going development of the client tracking process
11. Review client charts and forms for accuracy and compliance with the agency's funding source and regulatory requirements
12. Interface cooperatively with other treatment agencies, alumni association and community volunteers
13. Maintain a caseload of clients as necessary
14. Manage and oversee staffing activities such as scheduling, payroll, and conducting interviews
15. Lead team meetings and case review sessions at the facility
16. Oversee monthly financial billing activities
17. Responsible for maximizing contract utilization to ensure solid financial standing by sustaining monthly productivity goals

Requirements:

1. Three years experience working in the field of substance abuse as a certified substance abuse counselor
2. One to two years direct supervisory experience
3. Degree (A.A., or B.A.) in a related field preferred
4. Bilingual capabilities in English and Spanish preferred
5. Ability to work in a fast paced environment
6. Perform multiple tasks while demonstrating the ability to work within a team construct
7. Excellent documentation, oral and written communication skills
8. Exceptional organizational skills



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9. Excellent computer skills
10. Valid California Driver's License and proof of insurance
11. Must have reliable transportation
12. Must be insurable

To apply, please fax or email resume or list of qualifications including the job code number to:

JWCH Institute, Inc.
5650 Jillson St.
Commerce, CA 90040
Attn: Human Resources Department
Job Code: 517
Fax Number (323) 215-0170
E-Mail: cespinoza@jwchinstitute.org

Closing date: Open Until Filled
JWCH Institute, Inc. is an Equal Opportunity Employer (EOE).