

ORGANIZATION NAME: Coalition for Hispanic Family Services

JOB TITLE: **Program Director – Children and Families Treatment and Support Services (CFTSS)**

JOB CATEGORY: Master’s Degree with licensure in Social Work, Marriage and Family Counseling, Mental Health Counseling, Art Therapy

OFFICE LOCATION: 315 Wyckoff Avenue, 6th Floor, Brooklyn, New York 11237

PROGRAM TYPE: Children and Families Treatment and Support Services

ROLES AND RESPONSIBILITIES:

The Program Director is responsible for the implementation, management, supervision, follow-up, networking, coordination and evaluation of all program activities. Works within the guidelines, policies and mission of the organization and will be accountable and responsible in reporting to the Deputy Executive Director.

Responsibilities include:

- Provide clinical oversight and administrative leadership to community based staff.
- Overall implementation, management and supervision of all program activities.
- Managing, hiring and training community based per diem staff.
- Developing and maintaining relationships with applicant referral sources.
- Insuring an adequate referral pipeline to meet the fiscal need of the program.
- Provide clinical oversight and administrative leadership to community based staff.
- Provide direction regarding service planning and delivery and regulatory adherence.
- Manage the billing and revenue cycle.
- Facilitate relationships with funders and state oversight agencies.
- Be a mental health community advocate.
- Ensure compliance of incident reporting.
- Provide direct services as needed.
- Perform other duties as assigned.

Qualifications:

- Graduate of an Accredited School of Social Work or equivalent Master’s level degree in counseling, psychology, art therapy or related field.
- Have a licensure in a mental health field: LCSW, LMFT, LMHC or LCAT, required.
- At least, four years of experience in providing direct services in the mental health field; two years of this experience must have involved supervisory or managerial experience.
- Ability and willingness to travel to client’s home, school, etc.
- Knowledge of Spanish may be helpful.
- Understanding and appreciation of the roles of race, religion, ethnicity, sexual preference, and individual values as they relate to servicing clients and families.