THE MULTI-ETHNIC COLLABORATIVE OF COMMUNITY AGENCIES
Early Intervention Services for Older Adults (EISOA)
PROGRAM DIRECTOR

POSITION OVERVIEW:

The function of the Program Director is to oversee the program and ensure that it is impactful while in compliance with contract requirements. The Program Director manages the overall implementation of the program and supervision of the programming staff from subcontracting or affiliated agencies. The Program Director conducts regular monitoring and appraisals of MECCA’s programs and is responsible for the completion of any program reports. As a member of the senior management team, the Program Director works collaboratively with the Executive Director and Collaborative which consists the Executive Directors of each agency to contribute to the strategic direction of MECCA’s programs.

POSITION: PROGRAM DIRECTOR
CLASSIFICATION: Program (Full-Time Exempt)
REPORTS TO: Executive Director
SUPERVISES: Program Coordinators, Program Case Managers, Program Outreach Specialists, Interns

KEY RESPONSIBILITIES:

Leadership and Team Management
• Provide positive leadership for all program staff, individual and group supervision of program staff and interns, develop training for program team members, provide constructive feedback, oversight of case management, and oversight of program evaluation
• In partnership with the Executive Director attend contract related meetings, trainings, and participate actively as an agency representative with other collaborative partners and community networks
• Conduct outreach and represent the organization to the community and other stakeholders as needed.

Operational Management of the EISOA Program
• Develop program plan templates, design program tools to be distributed and shared with member agencies
• Monitor staff case file work and ensure all policies and procedures are followed and enforced
• Assist the Collaborative in establishing organizational policies and procedures
• Maintain accurate and complete statistical records for all program services
• Compile and submit monthly reports monitoring the progress of the EISOA program
• Provide oversight to ensure that MECCA complies with all of its funding and contractual agreements
• Maintain official records and documents and ensure compliance with regulations and reporting requirements
• Work in collaboration with the Operations and Program Administrator to ensure all program and administrative compliance, training requirements and other audit and organizational systems are managed

MINIMUM QUALIFICATIONS:
• Bachelor’s degree (B.A.) and three years of applicable program management experience. Master’s degree preferred. (Social Work (LMSW or LCSW), Mental Health Counseling, Counseling/Guidance, Art Therapy, Public Health)
• 3-5 years of previous experience working in a multidisciplinary team of care providers including mental health and overall physical health
• Demonstrated knowledge and sensitivity to ethnic issues as they relate to behavioral health
• Working knowledge of research and evaluation methods
• Strong coordination, communication and advocacy skills
• Bilingual/Bicultural in Spanish, Korean, Vietnamese, Farsi, Arabic or other language(s) preferred
• Valid CA Driver’s License and acceptable driving record and valid car insurance
• Must pass criminal background check

COMPENSATION:
$60,000 + Benefits

For consideration submit your Resume and Cover Letter to info@ocmecca.org

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS AND CONDITIONS:
• Must possess body mobility to stand and/or sit frequently or for an extended period of time at meetings, trainings, conferences or community events in office or offsite community locations
• Must be able to function effectively in a standard office environment and have the ability to move about to perform daily office tasks such as access files cabinets and office machinery
• Prepare and present presentations with appropriate technology and teaching resources
• Must be able to communicate information accurately, clearly and concisely in normal vocal tone
• Must be able to transport laptop, projector, files and/or other materials to and from meetings
• Must be able to drive to and from meetings and do site visits with community agencies
• Must possess manual dexterity sufficient to use hands, arms and shoulders to operate a keyboard, take notes, utilize office equipment, complete and file reports, and file and copy documents
• Must possess vision sufficient to read standard text and drive a vehicle
• Must possess the ability to independently reason logically to analyze data, reach conclusions and make recommendations as required in the accomplishment of job duties

This description reflects management’s assignment of essential functions. This job description is subject to change at any time. This description is intended to indicate the kinds of work duties that will be required in this position. It is not intended to limit, or in any way modify, the rights of any supervisor to assign, direct, and contract work of staff under his/her supervision. The use of a particular illustration describing duties shall not be held to exclude other duties, not mentioned, that are of a similar level or difficulty. Diversity in organizational practices is a core value of MECCA resulting in culturally competent services, materials, resources, and programs. Our hiring and business practices appreciate the strengths offered through different backgrounds.

MECCA is an Equal Opportunity Employer and does not discriminate on the basis of race, ethnicity, religion, gender, age, physical disability, and sexual orientation. MECCA complies with all EEO and ADA guidelines.