



JOB ANNOUNCEMENT

Richmond Area Multi-Services (RAMS) is currently searching for a
Program Coordinator
RAMS Asian & Pacific Islander Mental Health Collaborative (APIMHC)

Funded by SFDPH-BHS-MHSA, APIHPC is in its fifth year of providing population focused prevention and early intervention services to the under-served and under-represented Asian and Pacific Islander communities in San Francisco. RAMS partners with three work groups and six community organizations to outreach, engage and provide screening/assessment/early intervention services to the communities.

Salary Range: Negotiable, commensurate on skills & experience

Status: half-time (20 hours per week)

Benefits: Health insurance coverage + leave benefits (must meet eligibility requirements)

Your role: *In support of the Program Manager, this individual shall oversee the day-to-day operations, planning, development, implementation, data collection/evaluation and reporting of the program; oversee and support the contract deliverables of the project and that of the sub-contractors/partners; continue to build on the relationship with our partners and other stakeholders.*

Minimum REQUIRED Qualifications:

1. BA in psychology/ health care management related degree required; MA in public health/management/ mental health, highly preferred.
2. Demonstrated experience, knowledge, skills, and proficiency in managing a prevention/early intervention program with diverse population in general, and Asians and Pacific Islanders in particular.
3. One year supervisory/management experience with demonstrated skills and experience in organizing/administrative management in a mental health/public health setting.

Other PREFERRED Qualifications:

1. Strong connection with the Asians and Pacific Islanders communities in San Francisco, highly preferred.
2. Experience in administrative management of a human service program to include program planning, operations, utilization review, quality improvement, data collection and analysis, and supervision community partners, highly preferred.
3. Experience in budget preparation, expenditure authorization, data management, utilization review, HIPAA standards and billing/invoicing, preferred.
4. Familiarity with the community mental health system and other health and human services in San Francisco, preferred.
5. Experience in and knowledge of working in programs with multi-cultural focus (with preference given to candidates who have worked in programs whose populations closely reflect those at RAMS).
6. Familiarity with prevention/early intervention outcome measures preferred.
7. Strong commitment to the philosophy, goals, & mission of the organization, including providing culturally competent mental/behavioral healthcare services in a community setting.
8. Strong interpersonal skills and ability to work effectively, function independently, and interact professionally with a diverse, multi-cultural, and interdisciplinary staff of all levels.

Interested applicants: send cover letter & resume to Human Resources - Recruitment, at jobs@ramsinc.org *Position will remain open until filled.*

RAMS is a non-profit community-based agency providing bilingual & bicultural mental health and related services to our community. We are an Equal Opportunity Employer and committed to embracing diversity and consider all applicants for all positions without regard to race, color, national origin, ancestry, sex, gender, sexual orientation, sexual identity, age, religion, creed, disability (actual or perceived), medical condition including genetic characteristics, marital status, domestic partnership status, citizenship, military service, height, weight, HIV/AIDS status, or any other characteristic protected by state or federal law or local ordinance.



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Job Duties:

1. Oversee the day to day operations of the program
2. Support the Program Manager in planning, development, implementation, evaluation of the program
3. Supervision of staff – non-clinical staff on administrative duties
4. Oversee partner organizations in service delivery and contract completion
5. Ensure high quality of service delivery and fulfilling the contract objectives and reporting
6. Oversee the services delivery, contract objectives, financial (including budgeting and invoicing), evaluation and reporting of the partner agencies.
7. Liaison with funder (SFDPH-BHS-MHSA), community services providers, and other stakeholders
8. Support Asian and Pacific Islander Health Parity Coalition activities

Administrative Supervisor: Program Manager

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