



JOB ANNOUNCEMENT

Richmond Area Multi-Services (RAMS) is currently searching for a
Program Manager
 for the **RAMS Asian Family Institute**

RAMS's Asian Family Institute consists of several programs – the clinic provides fee-for-services psychotherapy, psychological assessment and medication for children, adults and families who are self-paid and/or have private insurance. Asian & Pacific Islander Mental Health Collaborative partners with six CBO's to provide outreach, prevention and early intervention services to the API communities. Consultation and/or trainings are provided – to other CBO's, clinicians and community at large on provision of culturally competent mental health services.

Salary Range: Negotiable, commensurate on skills & experience

Status: part-time (schedule/hours TBD)

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

Your role: *This individual shall report to the President & CEO, provide day-to-day supervision, administrative management & program planning, business development, & oversight, to a team of part-time clinicians providing clinically & culturally-responsive behavioral health services in a private entrepreneurial setting at the Asian Family Institute fee-for-service clinic, located at in the Outer Richmond District at 4020 Balboa Street., San Francisco.*

Minimum REQUIRED Qualifications:

1. Current CA Licensure in good standing (Clinical Psychologist, LCSW, MFT, LPCC)
2. Demonstrated experience, knowledge, skills, and proficiency in cultural competency in mental health, especially that which is reflective of the populations served by AFI.
3. Two years management/supervisory experience with demonstrated skills and experience in management, business development, administration and clinical in a mental and/or behavioral health setting.
4. Two or more years post-license experience; or five or more years' experience as a clinician, administrator, or supervisor, and/or in business development.

Other PREFERRED Qualifications:

1. Experience as a forward-thinking administrative manager of a human service program, with responsibilities in the areas of program and business development/planning, administration & operations, utilization review, quality improvement, billing and supervision of professional staff/trainees, very highly preferred.
2. Experience in budget preparation, expenditure authorization, data management, utilization review, HIPAA standards and billing (i.e., Medi-Cal, Medicare, etc.).
3. Familiarity with diversified funding (governmental: SF Dept. of Public Health, State, or Federal contracts) and private pay/insurance.
4. Experience in and knowledge of working in programs with multi-cultural focus.
5. Familiarity with treatment outcome measures and data-driven decision-making processes.
6. Strong commitment to the philosophy, goals, & mission of the organization, including providing culturally competent mental/behavioral healthcare services in a community setting.
7. Strong interpersonal skills and ability to work effectively, function independently, and interact professionally with a diverse, multi-cultural, and interdisciplinary professional 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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Essential Job Duties include, but are not limited to:

1. Provide leadership, management, development and oversight for program operations of the Asian Family Institute (AFI), an inter-professional, multi-disciplinary, multi-cultural and multi-lingual community mental health services program, with a forward-thinking emphasis on serving Asian and Pacific Islander communities and those benefiting from AFI services.
2. Monitor, direct, and oversee the day-to-day operations of Asian Family Institute in compliance with RAMS policies & procedures and program requirements as well SF DPH-CBHS standards, ensuring strong performance outcomes, consumer involvement & empowerment, and meeting all performance & contracted objectives
3. Develop, maintain, and enhance programs/services in keeping with the mission of the Agency. Activities may include business development, grant writing, marketing and networking with community organizations.
4. Take responsibility for business and program development, implementation, and evaluation
5. Provide clinical and administrative supervision/consultation to staff members, trainees & interns, while promoting a positive spirit and safe work environment
6. Develop, organize, and provide trainings to diverse audiences in the community at large relevant to mental health, psychology and API needs
7. Take responsibility for sound fiscal management practices, to include managing all program revenues, developing funding sources, assisting in budget development, and monitoring & staying within program &/or department budget
8. Serve as the lead liaison and develop/maintain positive professional relationships with NICOS, San Francisco Dept. of Public Health-Behavioral Health Services, and the community-based organizations and agencies with which RAMS works &/or holds collaborative agreements for services
9. Liaise, organize, and promote a mentally healthy community. Activities may include participation in health provider networks, presentations, outreach to community organizations and events.
10. Perform other duties as assigned..

Additional Job Info - Program Administration Includes:

Develop and implement policies & procedures, and insure compliance with the standards, including HIPAA; oversee ethical & professional standards compliance relating to clinical services; oversee clinical service authorization, billing and productivity; oversee administrative and clinical documentation; recruit/hire staff and schedule coverage; provide staff orientation and training; conduct program and staff performance evaluations; develop and implement quality assurance protocols and maintain Continuous Quality Assurance/Improvement; address and resolve personnel concerns; prepare reports to the Deputy Chief/Director of Clinical Services; and perform other functions and responsibilities as necessary.

Administrative Supervisor: President & CEO

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