



JOB ANNOUNCEMENT

**Richmond Area Multi-Services (RAMS)
Program Manager
for the RAMS Transitional Age Youth (TAY) Peer Certificate & Employment Programs**

The TAY Peer Certificate and Employment Programs are collaborative programs between Richmond Area Multi-Services, Inc. (RAMS), Behavioral Health Services (BHS, part of Department of Public Health), and other providers in the TAY System of Care. In order to address the barriers experienced by mental/behavioral health consumers and people from underrepresented and underserved communities in San Francisco, these training certification and employment programs contribute to the workforce by preparing multiculturally competent participants with basic skills and knowledge for entry-level employment in the behavioral health system as peer counselors, and providing academic/career planning that supports their success in institutions of higher learning.

The TAY System of Care is a NEW and evolving division of SF Dept of Public Health – Behavioral Health Services answering to the unique needs of the Transitional Aged Youth in San Francisco. RAMS is excited to be part of this team to provide education, training, and support to Transitional Aged Youth in their journey in career development, especially in the health and human services field.

Salary Range: Negotiable, commensurate to experience & qualifications

Status: Full-time, Exempt

Benefits: health insurance coverage + leave benefits

YOUR ROLE: *Oversee and lead program development, implementation, management, evaluation, and reporting activities for Certificate & Employment programs with support from program directors*

Minimum Required Qualifications:

1. At least a Bachelor's Degree in Psychology, Social Work, Counseling, or a related field; MA/MS degree & registration with BBS or licensure as an MFT or LCSW highly preferred
2. At least one year project management/coordination experience in public health and/or academic settings highly preferred; community organizing skills preferred
3. At least two years of experience working, coordinating services, and/or providing direct mental/behavioral health services in a community-based behavioral health settings; work experience in educational training & vocational rehabilitation setting is preferred

Other Preferred Qualifications

1. Familiarity with public health & community behavioral health systems of care in San Francisco, including the philosophy of care, levels of care for clinical services, and the delivery of such services, highly preferred
2. Familiarity with the San Francisco community resources/services (may include health, mental health, substance abuse, vocational, housing, etc), highly preferred
3. Strong commitment to the philosophy, goals, & mission of RAMS in providing community-based, culturally competent, consumer-guided, and harm reduction oriented services to the community
4. Commitment to engaging in professional development activities such as trainings, continuing education seminars, case conferences, and reviewing up-to-date material, etc., as related to certificate program
5. 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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Essential Job Duties include, but are not limited to:

1. Oversee and lead program development, implementation, management, evaluation, and reporting activities for Certificate & Employment programs with support from program directors
2. Liaise and engage stakeholders (e.g., SFDPH-BHS TAY SOC, other TAY SOC partners, potential internship/employment partners, potential presenters, TAY Advisory Council, etc.) to collaborate, get referrals, provide case management/conference, establish placements, and solicit ongoing feedback
3. Take the lead in curriculum development, delivery, assessment, and improvement in Certificate program, and continued education for Internship and Employment.
4. Coordinate guest lecturers and field trip sites for Certificate program
5. Organize and engage in outreach, promotional, and recruitment activities for both programs
6. Establish and implement application review/selection process and coordinating enrollment for both programs
7. Serve as the instructor and function as primary advisor to students, assess students' learning and psycho-social needs, monitor their progress and performance to ensure overall psychological & academic well-being in Certificate program
8. Oversee Employment Consultant as they develop internship sites and problem-solve any issues that may arise in Employment program
9. Supervise Peer Counselors, Program Assistant, Clinical Manager and Employment Consultant; ensure collaboration and high quality of service delivery
10. Work collaboratively with Clinical Manager and Employment Consultant in vocational and needs assessment, employment skills development, placement, job coaching, job retention, case management, and other psycho-social issues that may arise during programming
11. Evaluate interns' performance at their internship sites in Employment program
12. Perform program evaluation, improvement, and implementation
13. Support the completion of mid-year and year-end reports to submit to funders; help prepare documentation for site visits
14. Advise on and implement continuing education/support to TAY Peer Interns and Employees (possibly of partner TAY SOC organizations)
15. Perform other duties as assigned

Reports to: Program Directors at RAMS Child, Youth, & Family Services and Hire-Ability Vocational Services

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