
SUMMARY

Operating under the mission of serving God by serving those in need through programs that foster hope and dignity, ECS inspires children, empowers adults and transforms communities by providing vital, high-quality social services. ECS provides more than \$29 million in health and human services in the areas of homelessness, mental health, poverty, addiction and early childhood education. ECS is searching for an **Associate Director, Housing & Clinical Services**, who will embrace our core values of excellence, compassion and service and exhibit a strong commitment to supporting the life-changing services offered.

GENERAL DESCRIPTION

The **Associate Director, Housing & Clinical Services**, provides clinical, operational, and direct programmatic support to the Director of Housing and Clinical Services, assisting in the oversight of the management and on-going development of the HCS Programs. Areas of involvement may include but are not limited to: clinical oversight of programs, budget development and contract management; development and maintenance of program and departmental policies and procedures; providing and/or coordinating staff development and ensuring quality records are maintained at all program sites; quality control of all program reporting; systems development and implementation; interaction with funding sources; community presentations and/or representation of the agency at community events.

ESSENTIAL FUNCTIONS

1. Directly support the Director, Housing & Clinical Services in the oversight and management for ECS HCS Programs exercising independent action and judgment.
2. Provide clinical oversight of the HCS Programs.
3. Prepare, in conjunction with the Director, Housing & Clinical Services, Program Managers and Accounting Staff, the annual Housing and Clinical Services (HCS) program budgets, track program funding needs, and monitor and revise the HCS budgets as necessary during the program year, gathering relevant data, and preparing budget justifications as necessary.
4. Collaborate in the establishment and subsequent maintenance of contractual relationships, and independently represent the agency to community groups, constituencies, and the general public.
5. Provide Program Managers support in assessing program efficiency and suggests system improvements to program operations.
6. Ensure contract. licensing, certification compliance.
7. Assist in writing/preparing funding proposals as necessary.



8. Respond to requests for information from program and administrative, and/or the public and funding sources.
 9. Oversee, in conjunction with program and administrative staff, preparations for and response to program audits.
 10. Develop and present staff trainings as appropriate.
 11. Assist in the standardization of departmental policies and procedures to the extent possible, recommending changes as appropriate to ensure consistency across functions and administrative departments. Authors program policies and procedures for HCS, with the Director, Housing & Clinical Services.
 12. Review program policies and procedures to ensure they are consistent with contract requirements and funding regulations and collaborate with the HCS management team to provide expertise to program staff in the development of program services consistent with requirements and regulations.
 13. This job description is not intended to be all-inclusive, and employee will also perform other reasonable business-related duties as assigned by immediate supervisor and other management team members.
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EDUCATION & EXPERIENCE

- Minimum master's degree in counseling, psychology, or social work from an accredited university is required.
 - Licensed with the state of California MFT or LCSW or other relevant counseling credential.
 - Minimum three years relevant programmatic/operational management experience.
 - Minimum three years supervisory experience in a non-profit social service setting.
 - SUD Certified highly desirable.
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OTHER/SPECIAL:

Must pass criminal background check, including Live Scan fingerprinting. Valid California driver's license and automobile insurance; must have access to reliable transportation. Must have medical clearance certifying absence of TB. Negative drug and alcohol screening required. Must provide proof of COVID-19 vaccination status. Free from debarment.

Compensation: DOQE. For complete job description, additional information and to apply, please visit our website: <https://www.ecscalifornia.org/careers>.

ECS accepts online submissions only.