



**PROGRAM CHIEF**  
**(ADULT SYSTEM OF CARE or CHILDREN'S SYSTEM OF CARE)**

**DEFINITION:** Under supervision of the Behavioral Health Director, provides clinical and administrative supervision of staff and program leadership in the day-to-day operation of the Behavioral Health child, family, and/or adult programs.

**ESSENTIAL JOB DUTIES:** Duties will include but not be limited to: Provides direct and indirect administrative and clinical supervision and training to program staff including data collection and documentation within the electronic health record, ensuring Medi-Cal documentation and productivity standards are being met; assists Director in the development and implementation of the state plans as directed, including state reporting and compliance; attends State meetings as directed and keeps abreast of best practices for behavioral health; determines schedules of staff within programs including crisis management and on-call services; ensures effective implementation of 24-hour on-call coverage and licensed backup; assigns and reviews staff work providing professional assistance as needed to meet all local, state, and Federal requirements; implements quality improvement and cultural competency plans; assesses staff training needs and coordinates training needs with Director; orients new staff to the Behavioral Health programs; participates on a limited basis in providing direct client services; completes performance evaluations of subordinates; does related work as assigned by the Deputy Director – Behavioral Health.

**ADULT SYSTEM OF CARE:** Program Chief - Adult System of Care directs the day-to-day operation of adult outpatient programs, including Mental Health, Substance Use Disorders (SUD), and Drinker Driver Program services, and may also provide clinical supervision of persons conserved under the Lanterman Petris-Short Act.

**CHILDREN'S SYSTEM OF CARE:** Program Chief – Children's System of Care directs the day-to-day operation of child and family outpatient programs, ensuring coordination with child welfare, public health, probation, and the schools.

**EMPLOYMENT STANDARDS**

**Education/Experience:** Minimum of a Master's degree in psychology, social work, or related field which provides the educational basis for licensing to provide psychotherapy, AND possession of a valid California license to practice psychotherapy AND at least one year of experience providing clinical supervision and guidance. One

year of full-time supervisory experience in public behavioral health programming desired but not required.

**Knowledge of:** Current clinical and management techniques and practices in public behavioral health; scope and activities of public and private health and welfare agencies and other community resources; principles and techniques of system of care; principles and practices of effective supervision and training; laws and regulations governing local behavioral health services; changes in public mental health practices in the last three to five years.

**Ability to:** Provide effective leadership and supervision; act as a liaison between staff and administration; communicate effectively in written and oral forms; establish and maintain cooperative working relationships with multi-system partners and as part of the multidisciplinary team; manage multiple tasks and respond appropriately to crisis situations; utilize supervision effectively and ensure communication up and down the supervision chain; adopt and assist in the implementation of the cultural changes in the provision of Behavioral Health Services. Must have ability to sit for prolonged periods of time; produce written documentation by hand or computer; stand, walk, climb and descend stairs, twist, and lift and carry up to 25 pounds; use a telephone; and drive a motor vehicle. Consistent attendance is an essential function of the position.

**Special requirements:** Incumbents must possess and maintain a valid California license to practice psychotherapy (LCSW, MFT, or Ph.D.) during the term of employment and ***must provide proof of licensure at the time of application.*** Must be available for 24-hour on-call duty rotation. Must also successfully complete a pre-employment background investigation and possess a valid operator's license issued by the State Department of Motor Vehicles.