



## **JOB DESCRIPTION**

<b><i>Job Title:</i></b>	Associate Director
<b><i>Organization:</i></b>	Asian American Recovery Services, Inc.
<b><i>Program/Dept:</i></b>	Santa Clara County
<b><i>Location:</i></b>	San Jose
<b><i>Reports to:</i></b>	Executive Director
<b><i>Classification:</i></b>	Regular, Full-time, Exempt
<b><i>Salary:</i></b>	Depends On Experience

***Description:*** The Associate Director is responsible for general oversight of all AARS programs and/or services within Santa Clara County. The Associate Director of Santa Clara County reports to the Executive Director, and has the authority to act on behalf of the Executive Director for many purposes specific to the county.

***Essential Duties and Responsibilities: (other duties may be assigned)***

- Acts as designated representative of AARS for signing all county specific documents and contracts in the absence of the Executive Director;
- Recommends and develops new projects and funding sources in accordance with AARS' priorities;
- Oversees and ensures the quality of program services within the county;
- Oversee staff compliance with all programs, agency clinical, administrative and personnel procedures;
- Attends meetings of Central Office Staff and coordinates activities with county administrators, funding sources, and other providers.
- Responsible for the overall management of the Santa Clara County programs and ensure compliance with federal, state and local regulations as well as program contracts requirements;
- Ensure that guidelines, procedures and program goals and objectives are met;
- Direct supervision of all program staff;
- Participates in the overall coordination of outreach and intake efforts with all agency programs, local criminal justice system, and other service providers;
- Coordinate, develop, and implement a training strategy and curriculum for initial training and ongoing in-service training of all program staff;
- Monitor and review program budgetary and fiscal controls;
- Oversee preparation and timely submission of all necessary program proposals and reports;
- Prepare information for the community and other organizations including local, state, and federal authorities.

***Qualifications:***

- Master Degree, MSW preferable. Licensed or license eligible preferred;
- Past experience in program development, management and direct services;

- General knowledge of facility operation practices and procedures;
- Two or more years in administration of human services with experience in staff training, program planning and development, budget planning, and report writing;
- API bilingual preferable.

***Application Deadline:*** Position will remain open until filled. Send resume and letter of interest to:

Jeff Mori, Executive Director  
c/o HR Dept.  
1115 Mission Road  
South San Francisco, CA 94080

Or Fax: (650) 243-0830

*Due to large volume of resumes received, we are unable to acknowledge receipt of all applications. Candidates who meet specific qualifications will be contacted during the course of this search.*

*AARS, Inc. is an equal opportunity employer. We encourage applicants from diverse backgrounds, including women, those from different racial and religious backgrounds and diverse sexual orientations. Reasonable accommodation will be made for persons with disabilities.*

10.5.2009