



Job Title: Youth Services Manager
Organization: Asian American Recovery Services, Inc. (AARS, Inc.)
Program/Dept: San Mateo County
Location: South San Francisco
Reports to: Associate Director
Classification: Regular, Full-Time, Exempt
Salary Range: \$45,000-55,000 p.a. based on 100% FTE

Description: AARS, Inc. is an innovative substance abuse prevention, intervention, treatment, and research agency serving the greater SF Bay Area. The Youth Services Manager, under the general direction of the Associate Director, is responsible for the oversight of the youth service programs in San Mateo County. The Youth Services Manager closely works with the Clinical Supervisor to align program clinical and administrative performance.

Primary Duties and Responsibilities (other duties may be assigned):

- In coordination with the Associate Director and Clinical Supervisor, oversees the employment, supervision, and on-going training of all youth prevention and treatment program staff;
- Ensures compliance with all appropriate professional standards, licensing, and certification requirements, and funders conditions for the delivery of behavioral health care programs and clinical services, including GAIN and MET/CBT 5 certification;
- In coordination with the IT, Fiscal, Clinical and program staff, prepares appropriate reports to funding sources;
- Assures coordination and collaboration among all programs and services of AARS, and provides an integrated approach in the provision of client services;
- As a member of the Management Team, contributes to the overall operation and effectiveness of AARS and San Mateo County;
- Actively works with local, state, federal, and private sector representatives to develop resources and support for behavioral health care programs and services;
- Program development, implementation, and evaluation;
- Contract negotiations, monitoring and compliance;
- Establish and maintain liaison with community organizations, funding sources, and government agencies;
- Ensure confidentiality of client records;
- In coordination with Clinical Supervisor, ensures culturally competent services are provided to clients;
- Provide direct services to clients and their families as appropriate;
- Attend all mandatory meetings and trainings assigned by the Associate Director;
- Flexible work schedule.

Qualifications:

- Graduate degree in social work, psychology, public health, or other related field;
- License eligible for a MFT/LCSW or Licensed MFT/LCSW;
- At least five years experience in a health or human services agency, demonstrating successful and progressive growth in responsibility and supervision of other professional personnel;
- At least two years experience working with the criminal justice system including but not limited to county probation departments and federal parole agencies;
- Bilingual in English and an Asian or Pacific Islander language;
- Experience in the position of behavioral health care programs and clinical services, and knowledge of the development of current service delivery options;
- At least two years of experience collaborating with local educational agencies in the provision of necessary services to students and their families;
- Experience in compliance to private grant sources and federal, state, and local government contracts and requirements, including financial responsibility and accountability;
- Extensive experience in program planning, program development and implementation, and program evaluation;
- Managerial training and experience with service provider or counseling staff;
- Demonstrated knowledge and sensitivity to the cultures of the Asian and Pacific Islander communities;
- Demonstrated excellent communication and writing skills;
- Capacity to ensure clinically appropriate and culturally proficient treatment;
- Experience in resource development, including research of funding sources, grant writing and grant application development.

Application Deadline: Position will remain open until filled.

Send resume and letter of interest to:
AARS, Inc.
Attn: David Mineta, Associate Director
1115 Mission Road
South San Francisco, CA 94080

Or Fax to (650) 243-4851

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.