

SANTA MARIA



Job Title: Senior Director of Prevention and Intervention Services
Department: Prevention Program and Intervention Services
Reports To: Chief Executive Officer
FLSA Status: Exempt
Prepared by: _____ **Date:** _____

Position Summary: Under limited supervision, the Senior Director of Prevention and Intervention Services is responsible for development, growth and oversight of community-based prevention and intervention services including the Prevention Program (YPS), Caring for Two (intervention) and other related services. The Senior Director is responsible for ensuring that services to participants are provided in a trauma-informed, culturally competent and person-centered manner where participants are treated with dignity and respect, and participants are empowered to actively participate in their recovery. The Senior Director will promote an integrated team approach, including full integration of peer recovery support specialists and participant voice into leadership and service delivery. The Senior Director is responsible for conveying and implementing a service philosophy founded in brain science, recognizing the importance of both responding to trauma and preventing trauma from occurring in the next generation through building safe, nurturing caregiver relationships, addressing social determinants of health/non-medical drivers of health, and driving change both on the individual and systems levels. The Senior Director plays a major role in community relationship building and collaborative efforts to build family well-being and resiliency for families impacted by or at risk for substance use. This position interacts closely with medical/hospital, school/education, criminal justice and child welfare systems in addition to the substance use treatment field.

Caring for Two is a two-generational home and community-based program designed to improve maternal and child health outcomes for families impacted by or at risk for maternal substance use, including improving mothers' physical and emotional health so that they are better able to build strong parent-child relationships that foster early childhood brain development. It has proven impact on improving recovery capital, quality of life indicators, birth outcomes, and family functioning. The prevention programs, including Kids Connection and Strengthening Families, are designed to build family well-being and resiliency through strengthening protective factors including parent-child connection, coping skills, positive support systems, and social and emotional learning. The Senior Director of Prevention and Intervention has the opportunity to drive large scale change and impact multiple generations through quality programming, systems collaboration, and innovative, research-based solutions.

The successful candidate will be comfortable interacting with a diverse range of individuals including those with mental health and substance use challenges. Bilingual English/Spanish strongly preferred.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Develop, implement and manage effective prevention and intervention services in compliance with Santa Maria's program, funding source requirements, and evidence-based principles.
- Integrate brain science principles into services, including trauma informed and resiliency focused interactions and service delivery, fostering of maternal-child attachment and activities/interactions that promote stable caregiver relationships, and service delivery that promotes positive early childhood brain development. Model and teach principles to staff and reinforce brain science concepts in all aspects of staff, stakeholder and participant interaction and service delivery.
- Cultivate, nurture and sustain relationships with new and existing stakeholders, partners and referral sources.

- Ensure communication in all programs to ensure quality, individualized services for each participant and their family members/children as applicable.
- Recruit, hire and oversee orientation of team members.
- Develop and implement strategies to ensure a healthy, working team. Responsible for interviewing, hiring, training, planning, assigning, directing work, coaching/mentoring, evaluation performance, rewarding and disciplining employees; addressing complaints and resolving problems.
- Responsible for quality control management which includes auditing the team's work to ensure compliance with DSHS documentation requirements and CARF accreditation standards.
- Work with team to meet/exceed performance measures to ensure consistent/high-quality outcomes.
- Develop and implement tools to evaluate the skill, experience and professional development needs of all staff, to meet standards of DSHS and other contract requirements.
- Adhere to evidence-based curriculum and Santa Maria's policies and procedures.
- Operates programs in compliance with all requirements of funding sources, city and state standards and licensing/accreditation requirements.
- Carries out supervisory responsibilities in accordance with Santa Maria Hostel's policies and applicable laws.
- Participates in programmatic budget preparation. Manages budget in compliance with Santa Maria Hostel's guidelines and within budget parameters.
- Collaborate with other departments and leadership (i.e. Admissions, Operations, Clinical/Treatment, Recovery Support, Housing, Development) to ensure effective operation of the program, effective communication among interdisciplinary team members, and positive participant outcomes
- Provides and coordinates in-service training and assignment of responsibilities to program staff , interns and volunteers.
- Implements Santa Maria Hostel's policies and procedures.
- Maintains positive relationships with funding, regulatory and other community agencies.
- Assists in finding and obtaining funding/support for new or continuing services.
- Responds to reporting requirements of Santa Maria Hostel's program and funding agencies.
- Attends staff and community meetings and training. Reports back to CEO relevant information.
- As directed, participate in or lead community initiatives to help promote improved care coordination, best practices, positive maternal/child outcomes, and recovery principles.
- As directed, participates in related advocacy and community-education activities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies: To perform the job successfully, an individual should demonstrate the following:

Communications – Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.

Conflict Resolution – Encourages open communications. Confronts difficult situations. Maintains objectivity. Keeps emotions under control. Uses negotiation skills to resolve conflict.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Education/Experience:

Bachelor's degree (B. A.) from four-year college or university in a human services related field of study. Masters degree in related field (ie social work, counseling). Two or more years' related experience and/or training preferably in substance use treatment services. Previous management experience in the human services field with program administration (budget management, resource development, public relations and training). A CARN/RN with substance use experience may be considered.

Language Ability:

Strong written and oral communication skills. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Bilingual English/Spanish strongly preferred.

Math Ability:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

Strong knowledge of Microsoft Office (Word, Excel, Powerpoint, Outlook) and web-based systems. Knowledge of CMBHS is highly preferred.

Certificates and Licenses:

Certified as a Licensed Chemical Dependency Counselor (LCDC), Licensed Professional Counselor (LPC), or Licensed Master Social Worker (LMSW). Requires Certified Prevention Specialist (CPS) within 18 months of hire. May have an Associate Prevention Specialist (APS) working toward obtaining CPS certification within 12 months of hire. Must be able to secure PRS-Supervisor certification within 6 months of hire.

Approval Requirements:

Position may require approval from TDCJ and HCCSCD.

Supervisory Responsibilities:

Responsible for the overall direction of staff including but not limited to Prevention Services Providers, Parent Coaches/Counselors, Outreach and Care Coordinator, and Program Assistant.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level for this position is typically moderate. This position requires ability to effectively handle a fast-paced environment including stressful and time-sensitive situations. This position requires ability to be reached after hours/on call for emergent situations.

This position requires local travel and regular travel between Houston and Austin. Other in-state and out-of-state travel may be required for conferences and other program-specific activities.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit and use hands to finger, handle and feel. The employee is frequently required to reach with hands and arms and talk or hear. The employee is occasionally required to stand, climb or balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision requirements include: close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. .

This position requires direct, face-to-face, onsite interaction with participants, staff, and stakeholders and may require evening/weekend hours to meet program needs.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

ACKNOWLEDGED: Supervisor / Manager Signature

Date

ACKNOWLEDGED: Employee Signature

Date

PRINT: Employee Name

Please send cover letter and resume to ahingle@edgegroup.cc