



HORIZONS UNLIMITED OF SAN FRANCISCO, INC.

PROGRAM DIRECTOR TREATMENT AND GENDER SPECIFIC PROGRAMS JOB DESCRIPTION Full-time, Exempt

Horizons Unlimited of San Francisco, Inc., established in 1965, is a community-based organization located in the Mission District, and offers substance abuse prevention, treatment, employment, entrepreneurial, and gender specific services, for Latino and other youth of color, ages 12 to 26, and their families, residing in the Mission District and the city and county of San Francisco.

Position Title: Program Director, Treatment and Gender Specific Programs
Reports To: Executive Director

Position Description: As part of the leadership and management team at Horizons, the Program Director, Treatment and Gender Specific Programs, works closely with our Clinical Director and is responsible for the overall programmatic and fiscal management, oversight, planning/coordination, staffing, supervision, implementation, and evaluation of the Agency's Medi-Cal certified, Substance Use Disorder (SUD) Outpatient Treatment, Mental Health, and Gender-specific Programs, specifically: Females Against Violence (FAV) and Jovenes Education and Empowerment Program (JEEP). In partnership with the Executive Director and Program Director, Prevention and Employment, this position will participate in funding source and other city-wide Steering/Advisory Board Committees, provide internal and external leadership and interfacing, and help chart Horizons' future growth and strategic response to an ever-increasing demand for the Agency's services.

PRIMARY DUTIES AND RESPONSIBILITIES

Program/Contract Planning, Development, Implementation, Management, and Evaluation:

- Responsible for the planning, development, implementation, monitoring, and evaluation of the SUD Outpatient Treatment, Mental Health and Gender-specific contracts, programs, budgets, and staff.
- Develop funding source Workplans and Contract Renewals and monitor program activities on a regular basis to ensure activities are aligned and in compliance with proposed services, objectives are met, and program staff is on track to meet goals.
- Identify best practices and create systems to ensure that services are designed and implemented in accordance with respective contract/funding source requirements goals and objectives.
- Oversee, monitor, and track current program evaluation measures, as well as develop new program evaluation frameworks to assess the strengths of the program and to identify areas for improvement.
- Track and monitor staff data entry in the AVATAR, CMS and CalOMS database system for compliance and satisfactory progress with performance objectives.
- Collect, review, and analyze statistical data for use in reports, proposals, presentations, and evaluation.
- Draft monthly, quarterly, and annual program reports to demonstrate achievement of goals.
- Report evaluation findings to Executive Director and recommend changes to enhance the program.
- Plan and execute weekly staff meetings to maintain staff rapport, disseminate programmatic/agency related information, team build, and monitor progress.



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- Consistently attend all funding source meetings, trainings, and events to stay current on all contractual related matters.
- Other duties assigned by the Executive Director.

Administrative/Staffing/HR:

- In consultation with the Executive Director, recruit, interview, and hire program staff/consultants.
- Draft Memorandum of Understanding for all consultants and ensure all hiring paperwork is completed for employees.
- Implement the Agency's human resources policies, procedures and practices of the organization.
- Ensure that all program staff and consultants receive an appropriate orientation to the organization and the programs.
- Supervise program staff and cultivate a culture of learning and empowerment through ongoing guidance, coaching, training, direction, input, and feedback to keep morale high, promote inclusion and collaboration, ensure delivery of high quality programs, and foster productivity.
- Develop and implement a system to evaluate the skill, experience, and professional development needs of all staff.
- Establish and implement a professional development program to address employee experience and skill gaps.
- Work with staff to develop objective performance measurements across all programs, to ensure consistent, high-quality evaluation and goal setting for all employees.
- Instill a sense of accountability among team members by modeling oversight of individual and organization performance standards.
- Actively interface with clients and other stakeholders to gain community support for the program and to solicit input for program improvement/enhancement.
- Liaise with other managers to ensure effective and efficient program delivery.

Minimum Qualifications:

- Must be CAADE or CCAP certified with 3-5 years Management/Supervisory experience.
- Experience providing SUD Outpatient treatment services in a professional setting.
- Proven track record of designing, writing, securing, implementing, and managing grants for programming.
- Highly analytical, forward thinking, with an acute attention to detail.
- Proven ability to lead a team towards success and reach required goals and obligations on a consistent basis.
- Superior record with meeting deadlines and juggling multiple tasks and projects.
- Outstanding communicator with an aptitude for public speaking, training, and partnership building.
- Ability to exercise tact and diplomacy in a variety of settings.
- Successful in roles requiring a high level of discretion, professionalism, and leadership.
- Demonstrated ability to interface with high level departmental and community leaders, and represent the agency and programs at local and national conferences, conventions, town halls, and other events.
- Able to maintain confidential, accurate, and complete records including documentation of daily activities; monthly and quarterly reports, etc.
- Proficient with Word, Excel, PowerPoint, etc; Mac platforms.



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- Must be able to work evenings, on weekends, and before normal business hours (10:00am-6:30pm) for events, outreach, trainings, and to meet deadlines.
- Must be able to pass a Department of Justice background check and clear a TB test before first day of employment.
- Ability to use personal vehicle and adherence to agency insurance requirements.
- If in recovery, must be clean and sober for a minimum of 2 continuous years.
- Willing and able to commit to a 3-5 year tenure at the agency.

Desired Qualifications:

- Master's Degree and a minimum of 5-7 years of progressive Senior Level Management/Supervisory experience.
- Experience managing Medi-Cal certified SUD Treatment programs.
- Experience developing grant proposals to ensure continuous delivery and expansion of services.
- Committed to, and passionate about, issues facing Latino youth, and other youth of color, and their families.
- Bilingual English/Spanish desirable.

Compensation and Benefits

This is a full-time, permanent, salaried, and exempt position after successful completion of a 6-month probation period. Eligible for benefits (medical, dental, vision plan, accidental life and AD&D insurance) on the 1st of the month following 1 full month of continuous employment. Other benefits include paid vacation, sick leave, and holidays and opportunities for professional development and continued learning. The annual salary for this position is \$60,587-\$70,190.

Application Deadline:

Open Until Filled

Application Process

Submit cover letter, writing sample, and resume to Vilma Herrera, Program Assistant by email at vherrera@horizons-sf.org or by mail to 440 Potrero Avenue, San Francisco, CA 94110.

Horizons Unlimited of San Francisco, Inc. is an equal opportunity employer, and does not discriminate on the basis of race, culture, age, disability, gender, or sexual orientation. Women and People Of Color Are Encouraged To Apply.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.