

Division Director

Special Service for Groups/Weber Community Center - Los Angeles, CA

DIVISION DIRECTOR

The **DIVISION DIRECTOR** is a management position requiring minimal supervision with latitude for the use of initiative, independent judgment, decision making, systems/strategic thinking and professionalism. Within the authority limits delegated by the Director of Administration and/or Executive Director, the Division Director is expected to be capable of assuming complete responsibility of all essential division functions. Each designated division is comprised of multiple programs and the director will make decisions and recommendations for the division that can impact:

- Client Care and Services,
- Financial Performance and Viability,
- Program Development and Future Growth of Programs.

Position responsibilities include, but not limited to:

- Provides leadership to the division and directs the overall management, organization and operations of all services and related activities for multiple programs within the designated division.
- Establishes, implements and monitors division goals, objectives, corrective action plans, and procedures, conferring with agency leaders, peers and staff, as necessary.
- Defines program/division success indicators/measures and engages in data-based reviews of program/division performance against indicators/measures. Prepares and/or manages monthly statistical reporting of program services and other reports required for research, evaluation and accountability.
- Responsible for the content, quality and measurable impact of services provided by the programs in the division in their relationship with other divisions and departments, accrediting bodies, contractors, clients, and other key stakeholders.
- Develops and monitors annual operating plan and budget for all programs within the designated division, in coordination with Finance. Manages fiscal operation of the division to meet or exceed annual budget expectations; participates in the preparation of annual budget projections or adjustments; monitors expenditures; provides input and coordinates with staff to ensure adherence to budget.
- Responsible for employee staffing, on-boarding, retention and administration across the division. Performs managerial duties including: recruitment, interviewing, hiring, training, evaluating division supervisory and administrative staff; oversees recruitment and supervision of consultants; manages

performance, conducts performance appraisals and recommends salary increases; takes disciplinary measures as needed.

- Oversees and coordinates the Division team's efforts to ensure all programs meet or exceed performance standards as established by agency, Funders, (e.g., DMH, DCFS, Wraparound, SAPC etc.) grant funders, other agency stakeholders.
- Participates, co-leads, and/or coordinates, as needed, on appropriate agency committees or teams in support of agency mission, implementation of strategic plan and direction. Actively participates in agency policy assessment, development, implementation and review.
- Advances knowledge and currency regarding industry standards, regulatory changes, innovations and trends by actively participating with professional association
- Maintains knowledge of program standards and policies developed by SSG, licensing and other governing bodies; develops personal and professional knowledge by attending educational workshops/conferences, reviewing professional publications, establishing personal networks, benchmarking state-of-the art practices and participating in in-service programs.
- Participates as an active, engaged member of the Division Directors group focusing leadership, strategic thinking/planning, sustainability, evaluation and development of agency philosophy.
- Attends and participates in division staff, supervision and support meetings, consultations and other Agency meetings as appropriate.
- Incorporates Agency philosophy and mission in all aspects of job.
- Maintains confidentiality regarding children, adults, families and operations of the Agency.
- Exercises good judgment in the performance of duties and responsibilities.

Position requirements include but are limited to:

- A Masters degree in social work, psychology, education or related mental health/human services/healthcare field (preferred).
- LMFT or LCSW issued by the State of California, plus a minimum of two years post-licensure experience required.
- Substantive experience in agency, school districts and/or community mental health services for children, youth and their families
- Demonstrated skills in leading/managing a large number of employees through other managers and supervisors.
- Effective communication skills both oral and written.
- Computer skills sufficient to meet production demands of the job including Microsoft Office and Clinivate software.

- Must have a valid California Driver License, proof of automobile insurance and meet the Agency's safe driver guidelines.
- Sensitivity to the different cultures represented among the clients, families and staff
- Knowledge of emergency procedures of the Agency
- Ability to model positive behaviors and Agency values
- Ability to work effectively as part of a team
- Skill in maintaining detailed, accurate and complete records
- Strong problem solving skills and high tolerance for change.
- Bilingual Spanish preferred

Job Type: Full-time

Required education:

- Master's

Required experience:

- post-licensure: 2 years

Required language:

- Spanish (preferred)

Required license or certification:

- LCSW or LMFT

To apply: Please email resume and cover letter to Hayley Levy at hlevy@ssg.org. No phone calls please.