



## EMPLOYMENT OPPORTUNITY

# HEALTH & SOCIAL SERVICES PROGRAM MANAGER (Housing & Grants)

### SALARY AND BENEFITS

\$35.00 - \$46.46 per hour, plus benefits package

### FILING DEADLINE

Open until filled. **First Review Date: March 16, 2023**

### DUTIES AND RESPONSIBILITIES

Under direction, the Program Manager plans, organizes, and directs employment, eligibility, or social services programs and activities in a local public social services department or agency; and performs other duties as assigned. Some positions may have additional responsibility for administrative services units.

The major duties of the job include the following (All duties may not be performed by all incumbents.) Other administrative duties may be assigned.

- Plans, coordinates, and directs the operations of the Prevention programs for the HSS.
- Advises and assists professional, paraprofessional, administrative and technical staff in achieving program objectives and maintains program compliance.
- Monitors and evaluates the quality and appropriateness of services at the individual, provider, directorate, and county level.
- Coordinates/manages the planning, organization, development, monitoring and evaluation of programs.
- Works with community groups on local prevention issues; provides education counseling and screening for various prevention issues.
- Interprets and explains Federal, State, local and/or program rules and regulations to staff, directors, and the public.
- Conducts and directs organizational, technical, fiscal research, statistical data, and analysis of activities and outcomes regarding system and provider reviews.
- Conducts and directs the implementation of any new and existing programs and special projects to determine feasibility, resolve problems and increase efficiency.
- Keeps, directors, and management informed of current activities, achievements, and operational problems.
- Evaluates needs, designs, and implements substance abuse prevention curricula, education materials and resources, forums and programs Prepares and presents grant applications.
- Plans, coordinates, facilities and presents substance abuse prevention programs and Mental Health Services Act (MHSA) prevention and Early Intervention Programs.
- Develops and maintains a cooperative working relationship with a wide variety of school, community, media and professional representatives.
- Plans, assigns, directs and evaluate the work of subordinate staff or contractors.

- Prepares and presents oral and written materials accurately, clearly and logically.
- Prepares and monitors the 5-year Prevention Strategic Plan (PSP) and the Mental Health Services Act (MHSA) updates.
- Inputs, accesses and analyzes data, including the Behavioral Health Electronic Health Record, state and/or federal data systems.
- Supervises and/or participates in the preparation of correspondence and administrative, financial, and statistical reports.
- Provides professional and technical consultation on complex program or Department issues
- Performs high-level functions such as representing Departments and/or making presentations at meetings, conferences, public gatherings, and other professional, governmental and private organizations.
- Follow all State and Federal compliance guidelines regarding fraud, waste and abuse.
- Provides continuous administrative and program liaison activities with service providers.
- May be assigned client caseload.
- Other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### **Experience:**

One (1) year of full-time experience performing duties comparable to a Social Worker Supervisor I or II, Eligibility Supervisor, Employment and Training Worker Supervisor, or supervisory experience in administrative and staff services work in areas such as personnel, administrative analysis, accounting, auditing, budgeting, or data processing in a public social services agency.

#### **Training:**

A graduate degree in public administration or business administration or a Master's Degree in Social Work or a Master's Degree from a two year counseling program; AND one (1) year of full-time journey-level experience in employment, eligibility, social service work, or administrative and staff services work in areas such as personnel, administrative analysis, accounting, auditing, budgeting, or data processing in a public social services agency; AND one (1) year of full-time general supervisory experience.

### **Licenses and Certifications**

Possession of, or ability to obtain, a California driver's license.

## **SELECTION PROCESS**

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

## HOW TO APPLY

It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. An application may be obtained from the Personnel Office listed below or by visiting Lassen County Personnel on our website at <https://lassencounty.org> Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department  
221 South Roop Street  
Susanville, California 96130

☎ (530) 251 -8320 ☎

**Opened: February 23, 2023**

### 👉 GENERAL INFORMATION 👈

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted post-conditional-offer of employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.