



Job Announcement – Whole Person Care Program Manager

(30-hour per week, benefitted position, funded by a four-year grant)

The Solano Coalition for Better Health is recruiting for the position of Whole Person Care Program Manager. This position will be responsible for the oversight and development of the Whole Person Care Pilot Program in Solano County. This will include collaboration with Solano County Health & Social Services to develop locally-based initiatives to better coordinate housing services, and physical, behavioral, and social services for beneficiaries who are high users of multiple health care systems. This is a 30 hour per week benefitted position funded by a five-year grant.

Please note that this position prefers possession of a valid license, or license eligibility, by the State of California Board of Behavioral Science Examiners as a Licensed Clinical Social Worker (LCSW), Marriage Family Therapist (MFT), Licensed Professional Clinical Counselor (LPCC), Registered Nurse, or valid license, or registration by the California Board of Psychology as a Psychologist.

The duties for the Whole Program Person Care Manager position include increasing integration among agencies, health plans, providers, and other entities and developing an infrastructure that will improve local collaboration among the entities participating in the Whole Person Care pilot program over the long term. This program will strive to increase coordination and appropriate access to care for the most vulnerable Medi-Cal beneficiaries using a housing first model. Goals of the program include securing safe housing for each client, reducing inappropriate emergency department and inpatient utilization, and improving data collection and sharing among local entities.

Specific priorities of the Program Manager include:

- Plan, organize, manage, and coordinate the programmatic, administrative, and operational activities in support of assigned and multiple program areas
- Direct, manage, and supervise the work of assigned staff/team members
- Establish and implement assigned programs' objectives and performance standards
- Promote, coordinate, and participate in collaborative activities, programs, and projects
- Function as a proactive and positive member of the Whole Person Care program team.

Job Duties

Duties may include, but are not limited to, the following:

- Plan, organize, and manage programmatic, administrative, and operational activities in support of multiple program areas

- Oversee and coordinate the allocation of designated resources, administer the record keeping and reporting functions, and ensure compliance with stated mission, goals, regulations, and guidelines.
- Evaluate program operations and activities in terms of over-all effectiveness and compliance; implement improvements and modifications as necessary; and adjust over-all goals and objectives in response to program directives and/or client needs.
- Develop, coordinate, and participate in collaborative activities, programs, and projects to maximize available resources and responsiveness to clients; provide necessary and requested resources; act as team member/leader for assigned projects/opportunities.
- Develop, implement, and manage clinical, administrative, and operational systems and processes to maximize the effectiveness and responsiveness of the Whole Person Care Program; act as professional and managerial resource to program staff, project teams, and clients in a positive and supportive manner.
- Collaborate with other work units, agencies and County partners to secure advice, resources, and technical services necessary to achieve Whole Person Care goals, objectives, and directives in accordance with mutually agreed upon time frames and in compliance with pertinent guidelines and regulations.
- Participate in budget preparation and administration for the Whole Person Care program; preparing cost estimates/projections, submitting justifications for requested resources, and monitoring and controlling expenditures.
- Direct, oversee, and administer contracts for service/care providers in the implementation of assigned client services/program areas; review and evaluate quality of service and contract compliance; respond to inquiries and trouble-shoot complaints; and represent the Solano Coalition and the Whole Person Care program to contractors, vendors, other agencies and the community.
- Perform related duties as required.

Minimum Qualifications

Experience: Five years of increasingly responsible clinical and/or administrative experience in a health or human services agency, including at least two years of supervisory responsibility;

Education: Equivalent to a Bachelor's degree from an accredited college or university; advanced degree strongly preferred.

License or Certificate: Possession of a valid license, or license eligibility, by the State of California Board of Behavioral Science Examiners as a Licensed Clinical Social Worker (LCSW), Marriage Family Therapist (MFT), Licensed Professional Clinical Counselor (LPCC), Registered Nurse, or valid license, or registration by the California Board of Psychology as a Psychologist. Valid drivers' license and clean driving record required.

Compensation

Salary: \$68,250 -- \$71,500 annually (30 hour per week position)

Benefits: Health, dental, retirement plan, paid time off, holiday pay