

## **Program Manager (Full-time)**

The California Health Collaborative is recruiting one full-time Program Manager for the Adverse Childhood Experiences (ACEs) Program.

Under general direction of the Director of Program Services (Director), the Program Manager leads the planning, implementation and evaluation activities of a collaborative project in Kings County to increase awareness and understanding of the effects of Adverse Childhood Experiences (ACEs) and support staff of Medi-Cal providers respond with trauma informed care.

### **ESSENTIAL DUTIES**

1. Assists in the oversight and implementation of project activities to achieve contract compliance.
2. With support from the Director, develops program progress reports, correspondences, promotional and statistical materials.
3. With support from the Director, leads ongoing process and outcome evaluation interventions for the program.
4. In coordination with the Training and Engagement Facilitator, leads the development of online and in-person trainings for the staff of Medi-Cal providers in Kings County in an effort to increase awareness of ACEs, the importance of ACEs screening, the impact of toxic stress, and their role in providing trauma-informed care.
5. In coordination with the Training and Engagement Facilitator, leads the development and implementation of provider engagement sessions in which staff of Medi-Cal providers can share best practices and engage in peer-to-peer learning on developing trauma informed systems of care and share community resources available in Kings County.
6. Collaborates with three additional funded agencies in Kings County and coordinates the efforts of this project through monthly in-person or online meetings, emails and other modes of communication.
7. Represents the Program in meetings with committees, community agencies, care providers, and related entities.
8. Maintains adequate recordkeeping and documentation of deliverables under the grant agreement.
9. In coordination with the Director, provides fiscal oversight for the program including managing the program budget, approving invoices for payment, and coordinating with the funding agency to process budget revisions as necessary.

10. With support from the Director, provides oversight to program personnel, including training of team members, performance evaluations, and supporting the team in achieving performance goals.

11. Performs other duties as assigned.

#### QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

#### EDUCATION AND/OR EXPERIENCE

Education and/or demonstrated understanding of Adverse Childhood Experiences (ACEs), toxic stress, and the importance of trauma-informed care.

A minimum of two years' experience with implementing programs addressing social determinants of health and/or trauma informed care.

At least two years of experience working in a position with a high level of responsibility.

Two years of past clinical experience preferred.

Education requirements include a Master of Social work (MSW) Degree, Marriage and Family Therapy (MFT) or a MA in related field and a combination of experience that demonstrates the ability to fulfill the requirements of this position.

A valid California Driver's License and proof of insurance is required.

**Note:** This is a one-year grant-funded position.

If interested, please submit your resume and cover letter by 5:00 p.m., July 22, 2020.

EOE