

Position Title: Residential Program Director
Program: Programa De Recuperación (PRM) – Latino Services
Program Location: Madras. Oregon
Supervisor: Chief Executive Officer
Employment Status: Full Time Regular
FLSA Classification: Exempt, Salary
Salary/Wage: Competitive salary commensurate with education and experience

Overview:

Program Director is a senior management position that requires the employee to function independently, showing considerable amounts of initiative, judgment, and leadership. The Program Director needs to have a commitment to the mission of the agency and furthering that mission in the community. The Program Director is also responsible for the quality of the services provided, for maintaining strong relationships in the community, and for the fiscal health of the program. The Program Director reports directly to the Executive Director and is a key member of the management team of the agency.

Duties:

1. Provide direct, day-to-day supervision and performance monitoring over the program staff.
2. Ensure respectful and compassionate treatment is provided to all clients who enter the program.
3. Ensure that proper policies and procedures that protect the health, safety, and confidentiality of clients are developed and implemented.
4. Work closely with the Management Team to identify opportunities to provide innovative and high-quality services to the community.
5. Management of all personnel, including hiring, performance evaluation and support, and dismissal, following BestCare policies and procedures and State employment law.
6. Ensure that the clinical practices of the program meet best practice standards for the field.
7. Actively improve the quality of the program through participation in the Quality Management process.
8. Provide or make available on-going training for counseling staff.
9. Work closely with other staff as a member of a treatment team, ensuring healthy staff-to-staff and staff-to-client relationships.
10. Provide direct clinical services as is necessary for the efficient functioning of the program.
11. Ensure that documentation in client files is timely, complete, reflects clinical best practices, and meets State and BestCare standards.
12. Maintain strong relationships with community partners, developing collaborative relationships whenever possible.
13. Track expenses and revenues, ensuring resources for the program and the efficient use of those resources for furthering the mission of the agency.
14. Oversee front office staff to ensure that proper and efficient administrative and clerical practices are followed.
15. Other duties as assigned by the Executive Director.

Minimum Requirements:

Bilingual Spanish/English required for this position

Have knowledge and experience demonstrating competence in the performance or oversight of the following essential job functions: program planning and budgeting, fiscal management, supervision of staff, personnel management, employee performance assessment, data collection, reporting, program evaluation, quality assurance, and developing and maintaining community resources.

Have the ability to work independently and also have the skills to be a team player. Must have the ability to get along with co-workers. Possess the ability to network with all resources in order to provide the best customer service. Use good customer service skills with the clients or family members seeking help from our program.

Meet the standards laid out in the Oregon Administrative Rule (415-051-0055) for clinical supervisor.

For individuals recovering from the disease of alcoholism and/or from other drug addiction, have maintained continuous sobriety for the immediate past five years at the time of hire.

Tools and Equipment Used:

Computer, fax machine, copy machine, telephone.

Physical Demands:

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand, walk, and use hands to handle, feel or operate objects or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must occasionally lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position requires the employee to dress in a professional manner that meets the standards for professional employees in Central Oregon.

To Apply:

Please complete an application using the link below along with a cover letter, resume, personal email address for communications and contact information for three supervisory references.

[Application for Employment – BestCare \(bestcaretreatment.org\)](http://bestcaretreatment.org)