**Therapy Program Manager (santa rosa)**

Compensation: **$18.50-$20.50 an hour**   
employment type: **part-time**   
non-profit organization

As an affiliate of an international membership organization, the YWCA Sonoma County has devoted the past 40 years to empowering women and affirming the worth of all people, regardless of gender or race.  
  
At the heart of the YWCA's programs are our domestic violence services. We provide a wide range of services to victims of domestic violence and their children so they can heal, become self-sufficient, and return productively to the community.   
  
Position: Therapy Program Manager   
Wage: $18.50-20.50 / Hourly  
Department Therapy Program   
Reports To: Director of Program Services   
FLSA Status: Non-Exempt  
Hours/Week: 30 Hours per week Benefits: .75 FTE - Prorated  
  
**Position Summary**  
  
Working under direction of the Director of Program Services the Therapy Program Manager manages services provided through the YWCA's Therapy Program. This is a professional, position responsible for the overall management of YWCA's therapy services. The position will oversee and direct the following key programmatic areas: individual, group, and family trauma informed therapy programming and children therapy for A Special Place Preschool. This position will provide leadership and vision to the organization and its staff and will be responsible for overseeing day-to-day operations of the therapy program in collaboration with the Director of Programs, clinical supervisors, and members of the leadership team.   
  
**Essential Tasks**  
The Therapy Program Manager is responsible for overseeing and developing the organizations program through tasks such as intern/trainee recruitment, program development, scheduling, and supervision. They are responsible for developing strategies to allow for continued growth, coordinate with clinical supervisors, and is responsible for contract/grant tracking, billing, and reporting.  
  
**Leadership Responsibilities**  
• Supports the Director of Programs in formulating and achieving short and long term objectives and goals.   
• Coordinates with the Clinical Supervisors to ensure all trainees/interns meet program and organizational goals.  
• Ensure all client needs are being met (i.e- proper number of support groups available, proper staffing levels, and scheduling)  
• Responsible for joint-implementation of strategic plan and implementation of policies and practice that reinforce long-term best practices.   
• Utilize the agency's database for reporting for public and private resources.  
• Responsible for identifying short and long-term areas of concern within entire organization as well as tactics for resolution.  
• Handles high level of confidential and sensitive information.   
• Accountable for ensuring mental health programs are achieving appropriate outcomes for children, families, and community, as well as reaching target populations.   
• Stays informed about issues regarding mental health, parent/child attachment and family dynamics which affect at-risk families and represents those needs at staff meetings.  
• Ensures that the standards, laws and ethics of mental health services are complied with.  
  
**Program Implementation**  
• Works with management and staff to develop and maintain a planning process with long range and/or short range objectives to identify and support the needs of victims of domestic violence and their children and addresses these through the Therapy Services Program.   
• Provide, develop, and direct programs that reflect the vision and philosophy of the organization and that are consistent with the needs of YWCA and the community.  
• Responsible for reviewing and updating departmental policies and procedures to ensure organizational goals and mission are met.  
• Responsible to lead periodic program meetings.  
• In conjunction with the Director of Programs, strengthen, enhance, and develop new programs as needed in response to needs presented by children, families and gaps in services available in the community.  
• Responsible for creating and implementing outcomes-based programs. This includes providing regular program reports on all programmatic activities for Board, other directors, community partners, funders, and others as requested.  
• Work with other directors and staff to ensure coordination of and communication between all organizational services and programs.  
  
**Staff/Volunteer Supervision**  
• Recruits, interviews, trains, evaluates, and supervises MFT/MSW Intern therapists.  
• In coordination with the Staff/Volunteer Coordinator, provides training and guidance to Volunteer Support Group Facilitators  
• Coordinates with the contracted Clinical Supervisor to ensure supervision compliance with the Board of Behavioral Standards for MFT/MWS Interns.  
• Develops relationships and works collaboratively with local schooling/intern programs to ensure YWCA Interns are compliant with Board of Behavioral Standard regulations.   
• Coordinates regularly scheduled support group facilitator meetings and other staff meetings as is needed.  
  
**Administration**  
• Responsible for reporting data as required by community contracts (i.e., CPS, Victims Comp., various foundations)  
• Maintains cash box for private pay in accordance with accounting practices.  
• Collects data and puts together monthly billing statements   
• Ensures that all Therapy Program data is accurately entered into the ETO database.   
• Responsible for the creation of forms and procedures necessary for the functioning of the department  
• Maintains records and statistics to assist in weekly, monthly and annual report writing. Prepares narrative and data reports, and makes timely submissions of these reports to the Director of Program Services or CEO for review. Holds responsibility for all records, reports and files to ensure an above average audit by any and all auditing agencies.  
  
Other Duties   
• Performs other duties as requested.  
 **Prerequisite Qualifications**  
The candidate must meet the following criteria in order to be considered for employment in this position:  
  
• Three (3) years' work experience and/or volunteer experience in a Human Services Setting.   
• Two (2) years' experience in a supervisory role.  
• Bachelor's degree in related field preferred  
• Basic computer and data entry skills  
• First aid and CPR certificates a plus  
• Prior to employment, obtain fingerprint clearance and pass TB testing  
• Upon employment, must pass pre-employment physical and drug test  
  
**TO APPLY**: To apply please send a cover letter with salary requirements and a resume to dholman@ywcasc.org with "Therapy Program Manager" in subject line.   
  
• Thank you for your interest in employment with the YWCA. We may be unable to respond to every individual submission due to a high volume of applicants. Please do not telephone. Applicants who do not follow the application procedure are immediately disqualified.