



ASIAN & PACIFIC ISLANDER WELLNESS CENTER

Associate Director of BHCP – Client Services - FTR122016

Agency Description:

Asian & Pacific Islander Wellness Center is a multicultural health services, education, research, and policy organization. We transform lives by advancing health, wellness and equality. We strengthen the well-being of and lead underserved communities—of all races, ethnicities, gender identities, sexual orientations, and immigration statuses—toward justice and health. Founded in 1987 as an all-volunteer, community-based response to the AIDS crisis in communities of color, we are an anchor-organization for San Francisco’s Tenderloin neighborhood, and we also lead regional, statewide, and national programming.

We believe that everyone deserves to be healthy and needs access to the highest quality health care.

Position Description:

The Associate Director of Behavioral Health and Community Programs (BHCP) – Client Care Services Division, oversees design, implementation, and outcome of client care services, with a particular focus on services for multiply-diagnosed individuals with complex needs who are living with HIV/AIDS. The Associate Director supervises a large team of service providers to deliver quality services, including case management and primary medical care services, outpatient mental health counseling, substance abuse treatment, nutrition, and community drop-in spaces. The Associate Director is responsible for the strategic operational implementation of programs and carries out administrative requirements necessary to achieve the division’s mission and vision. The Associate Director works to ensure program integration within the agency.

Essential Functions

- Lead implementation of client care services, including federal, state and city funded wraparound programs for special populations living with HIV, within the organization toward the mission and vision of the BHCP department and the agency as a whole.
- Build and foster teams, partnerships and collaborations, internally and externally, to achieve program impacts with quality and sustainability.
- Recruit, train, supervise, coach and evaluate program staff.
- Manage a portfolio of various contracts and grants, including contract modification, reporting, and adherence.
- Prepare and manage budgets to ensure program sustainability.
- Coordinate, prepare and submit reports and data as required.
- Support and spearhead development of new program opportunities, including proposal development.
- Leverage existing and new opportunities for program expansion in partnership with The Wellness Clinic, Development and Community Development departments.
- Liaise with government and private funders, working closely with internal finance and management teams to meet contract obligations
- Other duties as assigned

Minimum Qualifications:

- Master’s Degree in social work, psychology or related field from an accredited university.
- At least 3 years managing programs, budgets and contracts addressing the needs of disadvantaged populations with complex health disparities.
- Extensive knowledge and experience with HIV/AIDS, substance use, mental health issues, LGBTQ and homeless communities across communities of color.

- Ability to master a wide range of information, taking initiative in a team-building environment.

Skills and Knowledge:

- California LCSW (preferred)
- Familiarity with Bay Area CBOs and the SFDPH

Location:

- San Francisco, CA

TO APPLY: ONLY applications submitted through our online database will be considered. Please include both your cover letter and resume when prompted to insert your resume in the database here:

<https://home.eease.com/recruit/?id=15499481>

We offer a comprehensive compensation and benefits package which includes: medical, dental and vision insurance, generous vacation, sick leave and holidays, one-month sabbatical, 403(b) with employer match, flexible work schedule, flex spending account, life insurance, long-term disability, professional development opportunities and more! (Benefits guidelines and eligibility vary based on tenure, employment status and FTE, among other factors.)

Asian & Pacific Islander Wellness Center is an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds. Asian & Pacific Islander Wellness Center does not discriminate on the basis of age, ancestry, citizenship status, color, creed, disability status, gender identity, HIV status, marital status, medical condition, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected class.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records