

THE WOLFE CENTER

Executive Director

The Executive Director (ED) is responsible for the overall operation of the program. The ED supervises other program management staff and may supervise additional supervisory and line staff members. The ED bears overall responsibility for program planning, clinical operations, budgeting, budget compliance, service delivery, documentation, regulatory compliance, and quality assurance. The ED reports to the Juvenile Justice Network Board of Directors, the non profit responsible for the Wolfe Center program. The ED also serves as the "Clinic Director," as that term is used in regulations issued by the State Department of Alcohol and Drug Programs (ADP).

The ED will work collaboratively with a strong clinical team and under the leadership of a community involved board.

The Wolfe Center is actively seeking an enthusiastic administrator with business and fundraising experience.

Minimum Qualifications:

1. A Master's Degree in an appropriate behavioral health field or business administration or a minimum of three (3) years full time experience in program administration; or an equivalent combination of education and experience. Alcohol and Drug Treatment experience is mandatory.
2. Proficiency in the administrative systems of a behavioral healthcare treatment program, including budgeting, budget compliance, human resources, clinical documentation, quality improvement, and clinical supervision.
3. Thorough knowledge of the professional standards applicable to the provision of treatment services to adolescents in an outpatient setting.
4. The ability to manage effectively in a collaborative, team based working environment.
5. No conviction of any felony or any crime relating to (i) the victimization of children; (ii) violence; or (iii) sexual misconduct.
6. At no time has the applicant been disqualified to provide services which are reimbursable through any Federal or State funding stream, including Medi-Care or Medi-Cal funding.
7. Ability to meet the requirements for employment set forth in applicable certification or licensure standards established by the California Department of Alcohol and Drug Programs (ADP) or other agencies with regulatory jurisdiction over the program.

8. A valid California drivers license and proof of current insurance.
9. Physical health such that participation in the delivery of substance abuse and related services to adolescents and family members will not present a health risk to persons served, other staff members, or the employee.

Job Duties

1. Overall responsibility for program planning, program development and implementation, and program operations of The Wolfe Center.
2. Provide oversight, guidance, coordination, training, and formal supervision to Wolfe Center staff reporting to the ED.
3. Oversee the provision of clinical substance abuse prevention and treatment services.
4. Represent the program to the community and to other agencies serving youth.
5. Overall responsibility for the documentation of services provided to clients to assure compliance with standards imposed by the community standard of care, certification and licensing agencies, and program policies.
6. Establish and oversee systems to monitor and improve the quality of services delivered by the program.
7. Coordination of staff development and training activities.
8. Carry out the responsibilities of the Executive Director, as set forth in the Operations Manual governing the delivery of services, including those set forth in Section 1.5.1 of the manual.
9. At all times remain as a member in good standing of The Wolfe Center Professional Staff as delineated in the Professional Staff bylaws and standards.
10. Serve as a member of the fundraising committee and manage the fund development department
11. Serve as contracts manager for the agency
12. Other duties and responsibilities as assigned by agency management or needed by the program.