



MENDOCINO COUNTY YOUTH PROJECT
776 S. State Street, Suite 107, Ukiah, CA 95482
707-463-4915 (phone) 707-463-4917 (fax)
www.mcyp.org



Program Manager Youth Services Program

LOCATION: Ukiah

REPORTS TO: Youth

THE POSITION: Management responsibilities within the Youth Services Program (YSP) include oversight of program activities at the drop-in centers, transition age youth housing, schools, in the community, and through social media and tele-health. Daily oversight, supervision, and general support to YSP direct service staff in their provision of service deliverables, county wide.

The Program Manager is jointly responsible for ensuring agency's high quality direct services in collaboration with the YSP Director, Clinical Director and Training Director/ QA Manager assisting in the following areas: data tracking, program reporting, staff hiring and retention, design and revision of program materials including client documents, curriculum development, community collaboration and service promotion. The Program Manager will represent MCYP at select community-based meetings as well as attend Management Team and All Staff meetings. The Program Manager will complete other duties as assigned which may include direct services and will support supervisees and members of the YSP Leadership Team work load as necessary in maintaining continuity of services to youth and families.

SKILLS AND ABILITIES:

- Ability to work autonomously with accountability
- Organize effectively; prioritize workload to ensure deadlines are met
- Proactive communication
- Effective collaboration
- Complete paperwork accurately/timely
- Maintain human services ethical standards, client and program compliance
- Comply with HIPAA regulations
- Skills in classroom curriculum delivery and presentation
- Computer skills and social media literacy
- Proficient writing skills
- Knowledge of prevention education topics
- Participate in trainings that support the scope of services provided
- Familiar with Positive Youth Development, Harm Reduction & Trauma Informed Care
- Ability to relate to people of all cultural backgrounds and ages
- Computer Skills: experience with Microsoft Word, Microsoft Publisher, email, social media platforms

Minimum Requirements: High School graduate or equivalent, Associates Degree in related human services field, plus 2 years previous related experience. Must have the ability to be discrete and maintain confidentiality, uphold appropriate ethics and boundaries with youth, program clients, supervisees, agency staff, partners, and community. Experience with youth crisis, school-based services, evidence-based practices, the juvenile justice system, child abuse, and mental health issues of youth/young adults as well as underserved communities

Preferred Requirements: Bachelor's or master's degree in psychology, counseling, social work or other related field plus five years or more years providing direct services and staff supervision in the human services field. Fluency in Spanish preferred.



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THE PROGRAM: The Youth Services Program provides a range of services using the Positive Youth Development model to reduce barriers and increase resiliency for youth ages 12 through 24. In addition, transitional housing services are offered for young adults ages 18-24.

THE AGENCY: The Mendocino County Youth Project's mission is to empower, guide, counsel and support children, youth, young adults and families from Mendocino County's many diverse communities to make healthy life choices, maximize potential, and become productive citizens.

The agency has been in existence since 1974, providing services throughout Mendocino County. Current services include individual, group, and family therapy, rehabilitation and case management services for children and youth with mental health diagnoses, substance abuse prevention and treatment, evidence-based prevention education and intervention services in the community and schools, 24/7 crisis intervention, emergency short term shelter for youth in crisis, transitional living for young adults, child abuse treatment, youth advocacy, information and referral services, prevention activities and peer helping programs.

CONDITIONS OF EMPLOYMENT: Successful candidate must submit a minimum of 3 references, provide documentation of education, certificates, trainings, participate in a personal background check (livescan fingerprinting through Department of Justice and FBI) and DMV record check. Candidate must have own car, possess a valid California driver's license, provide a DMV print out, proof of current automobile liability insurance (\$100,000/\$300,000) and be willing to do some local transportation (reimbursed mileage).

SALARY: DOE

BENEFITS:

- Health insurance plan for self and dependents (employee required premium).
- Optional dental plan
- Optional AFLAC insurance
- CALPERS retirement (no social security)
- 12 paid holidays
- Paid vacation
- Sick leave

TO APPLY: Please submit ALL of the following documents to the Human Resources Manager, Randi Sanchez-Mellus, at the address above or email at rsmellus@mcyp.org. Application forms may be obtained at <http://mcyp.org/job-openings/>.

1. MCYP employment application, including three references
2. Cover letter indicating why you are applying for this position
3. Resume
4. Documentation of Degree, certificates and applicable training

MCYP IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. Applicants may obtain a copy of our EEO Policy on request.