

Catholic Charities East Bay**Director of Mental Health & Violence Prevention (MHVP)**

Catholic Charities East Bay seeks a clinical leader to develop and lead program services to ensure the community has high-quality resources to meet their needs.

BACKGROUND

[Catholic Charities East Bay](#) (CCEB) helps people remain housed, supports students and families in crisis, and obtain immigration legal services to people of all cultures, ethnicities, backgrounds, and faiths overcome the barriers to well-being. Since 1935, CCEB has strengthened communities through parish, community, and neighborhood development, and in 2021, it served more than 22,000 residents of Alameda and Contra Costa Counties at locations in Oakland, Richmond, and Concord. Agency programs encompass:

- Mental Health and Violence Prevention Services (MHVP):
 - In schools, CCEB works with students and groups serving young people through culturally responsive approaches to overcome the challenges presented at school; provides education to raise awareness and prevent trafficking and exploitation of young people; and helps youth involved with the juvenile justice system learn strategies to safely respond in situations of stress, fear, and conflict.
 - In the aftermath of homicide, CCEB provides grief counseling and support services to surviving family/friends.
 - CCEB works with parents and children to strengthen families, improve child well-being, and help children stay safely with their families in their home.
- Housing and Financial Stabilization: CCEB helps low-income households facing eviction stay housed by paying back rent and security deposits and providing utility assistance.
- Immigration Legal Services: CCEB helps clients earn lawful working status and follow a path to citizenship through legal consultations and assistance applying for family-based visas, Green Cards, citizenship, and DACA.

The Director of Mental Health & Violence Prevention manages a program budget of approximately \$2.3M and oversees a staff of 20. The Director reports to the Chief Program Officer.

BASIC FUNCTION

The Director of Mental Health & Violence Prevention has primary responsibility for developing and leading program services and maintaining program excellence within the MHVP Division, including ensuring compliance with best practices, industry standards, and requirements. The role oversees current agency programs that encompass clinical case management services for victims of violent crime and traumatized youth and families using evidence-based, trauma-informed treatment models; school-based restorative practice capacity-building services; and family preservation case management services. The Director will also lead the development of new programs within the division including overseeing fund, budget, outcome, and activity development and implementation. On an ongoing basis, the Director will:

- Provide overall development and supervision of mental health services provided to the communities of the East Bay; ensure that all programs and services comply with accreditation standards through the Council on Accreditation (COA).

- Work with the Chief Program Officer to ensure the program is directed by agency goals and priorities as indicated in the Long-Range Plan.
- Be responsible for developing culturally competent environments, policies, procedures, and literature.
- Develop realistic and measurable objectives for the MHVP Division and provide leadership to program staff to ensure client services meet or exceed contractual performance goals and guidelines.
- Represent CCEB to other organizations, at community functions and at other events as requested or assigned.
- Participate in administrative and program leadership team meetings and as facilitator when appropriate.
- Assist in recruiting, training, and supervising volunteers where appropriate.
- Establish strategic partnerships with other agencies, parishes, and community organizations and ensure the ongoing success of these collaborative relationships.

Specific responsibilities include:

LEADERSHIP

- Become thoroughly familiar with the agency's history and culture, programs and services, and current systems and processes; establish collaborative working relationships; foster and sustain a culture of cooperation, accountability, trust, communication, mutual support, teamwork, and integrity.
- Model commitment to the agency's mission, brand, and planning for a sustainable future of services; represent a unified leadership perspective and work toward maintaining a results-oriented culture that increases positive social impact.
- Create and maintain effective and fruitful relationships with community partners, elected officials, media, and corporations.
- Partner with the other members of the Senior Management and Resource Team (SMART) in ongoing work toward maintaining a results-oriented, learning culture to increase overall impact.

MANAGEMENT

- Monitor performance goals for each staff member and conduct annual performance evaluations, including performance improvement plans when necessary.
- Coach staff in the development of their work plans, assigned duties, responsibilities, and scope of authority.
- Coordinate the training needs of staff, forming a highly effective team to accomplish the Division's short- and long-term goals and meeting the needs of staff related to program/clinical needs.

FINANCIAL & ADMINISTRATIVE

- Prepare program budget and participate in monthly financial reviews.
- With the Finance Department, track revenues and expenses, review financial statements, compile projections, ensure appropriate levels of spending within approved budget and grant allowable-cost guidelines, and adjust spending and allocations as needed.
- Partner with Human Resources to ensure all required paperwork for leaves of absence, performance evaluations, change in status forms (class forms), and job requisitions are completed and submitted in accordance with Department guidelines.

- Ensure timesheets, requests for time off, and approvals of timecards in Paycom are completed and submitted on time in accordance with Payroll deadlines.
- Undertake essential financial and administrative duties that contribute to the successful running of the program and positively impact the overall agency.

GRANTS & REPORTING

- Play a key role in the development of grant opportunities to further the work of the department in alignment with the strategic direction of the CCEB.
- Work directly with the Grants Management team to help identify possible funders, cultivate, and steward relationships with new and existing funders, and help in the preparation of grants proposals, establishing goals and outcomes, and preparing budgets.
- Support the Grants Management team including assisting with report preparation, prepare and submit data for program reports on agency goals and grant deliverables, act as liaison with contract administrators, and ensure that the required levels of service are maintained.

IDEAL EXPERIENCE

The Director of Mental Health & Violence Prevention should possess a combination of the following experiences and qualifications:

- Five to seven years supervising direct clinical services.
- California licensed as a MFT, LCSW, or Psychologist for 2+ years.
- Familiarity with government contracting.
- Developing and supporting trauma-informed services.
- Working with diverse socio-economic and cultural groups.
- Working collaboratively with other social service organizations; community relations activities.
- Excellent verbal, written, and presentation skills.
- Valid driver's license.

PERSONAL CHARACTERISTICS

The successful candidate should be:

- Committed to the vision, mission, and values of CCEB; one with outstanding human qualities; a "servant leader" who models exemplary leadership skills.
- A good listener and strategist; comfortable receiving input from many sources; able to analyze and formulate disparate information into sound, well-organized plans.
- Direct yet tactful; respectful of others' concerns; someone with the flexibility and creativity to find alternative ways to reach objectives when barriers arise; a skilled negotiator who seeks and nurtures win-win situations.
- A team builder – confident and competent with strong skills in management and leadership; one who understands the subtleties of motivating and directing a team with different work styles.
- A "doer" willing to work hands-on in developing and executing a variety of activities; emotionally mature and even keeled.

The salary range for the Director, Mental Health & Violence Prevention is \$120,000 - \$155,000 annually. The Director works onsite three days a week in either Oakland or Richmond and telecommutes two days a week.

About Catholic Charities East Bay

Our mission is to support children, youth, families, and seniors from crisis to stability to well-being. We were the first to provide hospice care to those with HIV-AIDS in the 90's and continue to make an impact focusing on social justice and advocacy. We help families avoid homelessness, provide support to those facing trauma, work with youth harmed by violence, and help people navigate immigration issues. We are making a real impact (over 22k people received support from CCEB in 2021!) in people's everyday lives, and everyone is welcome here.

Catholic Charities values our employees, and it is important that everyone who joins us is true to our values. We respect each other by showing empathy, we create an environment of support and collaboration leading to trust, we strive for excellence by setting high standards across the company, we hold everyone accountable for set goals and work performed, and most importantly we welcome all and serve everyone as a faith-based agency.

For more information please contact:

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