

JOB TITLE: SEEKING SAFETY PROGRAM MANAGER



Bienestar Human Services, Inc. is a unique non-profit social service organization that successfully improves the health and well-being of the underserved Latino community in Southern California. BIENESTAR uses a uniquely relevant, peer-based approach, combined with 100% cultural competence and community outreach, to improve the outcome of public health. BIENESTAR networks with other social service organizations to provide a complete package of support to its clients.

POSITION DESCRIPTION:

Under the direction of the Director of Behavioral Health, the Seeking Safety Program Manager will be responsible for the overall daily coordination of the program activities; will provide direct services as needed and supervise program facilitator. Participate in the implementation of the program activities and program policies. The Seeking Safety Program Manager will be responsible for program reporting and compliance reported to funding agencies.

SUMMARY OF DUTIES/RESPONSIBILITIES:

- Responsible for overall daily coordination of program, activities and staff supervision.
- Assure implementation and fidelity of the Seeking Safety intervention for the Transgender Community.
- Train and assist staff in the implementation and service delivery of program objectives to meet programmatic contract compliance.
- Provides direction, supervision, training, evaluation of specified programs and services.
- Prepares weekly/monthly/quarterly program reports and keeps accurate up-to-date records and documentation to meet contractual obligations.
- Ensures the development of promotional material and educational campaigns, utilizing community presentations, dinners/forums, speakers, and Zoom meetings.
- Act as community liaison and appropriately represent agency at assigned community events and meetings, actively promoting goals of the program and agency.
- Other duties as assigned.

QUALIFICATIONS:

Education and Training

- Degree (Masters preferred) or comparable professional knowledge in psychology, sociology, social work, health sciences or related field preferred.

Qualified Candidates Skills and Knowledge Required

- Experience and interpersonal skills working with the Transgender community and socially diverse community groups including impacted and affected HIV individuals and groups, and the underserved.
- Bilingual English/Spanish with excellent written, verbal, public speaking and organization skills.
- Current knowledge of Transgender health and well-being, HIV/AIDS epidemic and prevention.
- Experience directly related to the core duties within a Behavioral Health system of care: behavioral health interventions, group interventions or individuals counseling.
- Self-motivated, problem solver and able to organize job assignments with strong leadership skills.
- Ability and willingness to work in a team-oriented work environment, with professionals and paraprofessionals from different disciplines, as well as volunteers and clients.
- Able to meet agency job work hours and transportation and requirements.

HOURS: Full Time Position, 40 hours per week.

SALARY: \$70,000 annually.

BENEFITS: Full benefits including health and dental insurance, 403B Retirement Plan.

LOCATION: Bienestar Hollywood

SEND RESUME: Hrjobs@bienestar.org

***Position Will Remain Open Until Filled. Bienestar Is An Equal Opportunity Employer.
Members of the LGBTQ+ community are encouraged to apply***