



## JOB ANNOUNCEMENT

**Position Title:** Behavioral Health Administrator (Part-time position)

**Salary/Benefits:** \$28,500 - \$30,000 part-time annual salary with generous vacation and holiday leave, medical and dental insurance and retirement plan.

**Location:** Varies

**Reports to:** Clinical Supervisor, Behavioral Health APAFSS

APA Family Support Services (APA) is a community-based organization that focuses on the prevention and identification of child abuse/neglect in the Asian and Pacific Islander (API) community. Our mission is to promote healthy children and families by providing family support services to prevent child abuse and domestic violence and to advocate for culturally competent services for Asian and Pacific Islanders through education, community building, and leadership development. APA is San Francisco's foremost advocate and service provider for immigrant, monolingual, and at-risk API children and their families. Our services range from prevention to crisis intervention to community development. We strive for excellence of service in areas which include home visitation, case management, parenting education, support groups, parental stress line, child welfare redesign projects and counseling for immigrant families with children ages 0-18.

We currently have an opening for an administrative part-time (.5 FTE) Behavioral Health Administrator

### Responsibilities:

1. Recruit, place and train Graduate Interns.
2. Administrative support of Graduate Interns.
3. Outreach and relationship development with Graduate schools' administrators.
4. Oversee and manage the intake, triage and assessment process.
5. Supervise outreach and recruitment activities to the targeted population to effectively promote program service referrals.
6. Support contract reporting and quality assurance efforts by monitoring and maintaining client records in Salesforce/CIRCE.
7. Assist with program development, including but not limited to grant writing, reporting, budget creation, modification and training facilitation.

8. Coordinate team discussions, unit meetings, case conferences, and in-service training support for program and interns.
9. Ensure program activities are implemented according to contract agreement, APA policies and reporting requirements.
10. Participate in multidisciplinary providers and community meetings.
11. Provide and assess data, documents, and reports as required.
12. Participate in program administration, planning and evaluation to ensure agency contract deliverables.
13. Perform other duties as assigned.

**Qualifications:**

1. Master's degree in Clinical Psychology, Social Work or related field preferred. Course work and/or experience in areas of children and family services, communication skills, group dynamics, and community organizing.
2. Two years field experience preferred.
3. Minimum 2 years of experience in supervision, project management and development required. Employment or teaching/research assistant experience in which there was significant autonomy and responsibility can be substituted.
4. Productive team player who is proactive, self-motivated, creative and organized.
5. Cultural humility – knowledge and self-awareness of issues of race, class, and ethnicity; experience in working with diverse communities.  
Experience working with API, African American, Chicano/Latino families in San Francisco.
6. Excellent interpersonal and communication skills.
7. Demonstrated ability to maintain client confidentiality.
8. Strong skills in writing, researching, and documentation.
9. Bilingual administrators in Spanish or in one API language are strongly encouraged to apply.
10. Strong computer skills a must.

**To Apply:**

Email cover letter and resume to: [info@apafss.org](mailto:info@apafss.org)

Subject/Ref.: Behavioral Health Administrator

(APA reserves the right to modify an employee's job description at any time based on the needs of the organization.)

**APA is an equal opportunity employer.**

**Positions open until filled.**