

**POSITION:** Director of Health Services

**REPORTS TO:** Chief Program Officer

**STATUS:** Exempt, Full-Time

**COMPENSATION:** \$5833-6250 per month depending on experience

**BENEFITS:** Medical, Dental, Vision, Life Insurance, FSA; Employee Assistance Program; Paid Holidays, Sick, and Vacation

**LOCATION:** Sacramento, CA

**JOB SUMMARY:**

The Center is on a rapid growth trajectory and we are looking for a Director of Health Services who will be responsible for the oversight of the Health Services Department. This position supervises mental health and sexual health staff and interns and serves on the agency's leadership team. Primary responsibilities include a department oversight, supervision, providing guidance for the MSW/BSW interns, and act as a resource to the community at large. The Director of Health Services must be able to work independently, under pressure, and with absolute confidentiality and discretion. Some evenings and weekends are required. This position must have a positive and supportive attitude toward the agency and its overall success.

**Essential Duties and Responsibilities:**

- 1) Serve as the head of the health services department; plan and assign tasks and projects; direct the development of performance standards.
- 2) Supervise 4-6 full time staff and the following areas; STI / HIV education and testing, community resources and adult respite, therapy, and bilingual outreach.
- 3) Monitors operations and procedures; evaluates department issues and recommends and implements solutions; assures strategic goals are reached.
- 4) Understand and relate to others the aims, concepts and principles of mental health and substance abuse programs.
- 5) Knowledge and understanding of the issues, needs, and interest of the LGBT youth, adults, families and community, including knowledge of the spectrum of gender and sexual identities and transgender issues.
- 6) Collaborating with key leaders and staff, and building upon established work, develop an overall, unifying vision for an overarching health services to the LGBT community.
- 7) Knowledge of Federal, State and County laws and regulations applicable to mental health practice, public health programs, and communicable disease control.
- 8) Conducts assessments, provides individual therapy, conducts curriculum-based classes and process groups, and provides crisis intervention services as needed.
- 9) Regularly provide clinical training to clinical services staff and interns.

**Management Support:**

- 1) Provide support to the center and the Chief Program Officer.
- 2) Assist with the rest of the programs in the center.
- 3) Provide support for internal and external clients and guiding interns into the proper format with handling clients.
- 4) Research and synthesize medical advances to keep information up to date for the center, interns, and client
- 5) Respond to public requests for information regarding the agency at the direction of Health Services.
- 6) Serve as the crisis control manager, maintaining communication, and executing emergency plans in order for intern and client safety.



**RELATIONSHIP MANAGEMENT:**

- 1) Assist in maintaining communication and relationships with LGBTQ organizations and leaders throughout the Sacramento Region.
- 2) Assist in maintaining communication and relationships with stakeholders, allied health service providers, and community partners.
- 3) Assist in maintaining communication and relationships with clients and medical providers.
- 4) Assist in onboarding and training of staff and interns.
- 5) Maintain strict confidentiality in relationships with all assistant directors, staff, clients, media, and donors.

**REQUIREMENTS, QUALIFICATIONS, AND EXPERIENCE:**

- 1) Passion for the Center's mission and work to create a region where LGBTQ people thrive and a commitment to long-term sustainability of the organization.
- 2) LMFT/Master's Degree; Public Health, Social Work, Community Health, or a related field is preferred.
- 3) Licensed professional in the health service field is preferred.
- 4) Experience working with adolescents and families, supervisory experience and familiarity with the needs and issues presented by the HIV impacted and LGBTQ communities.
- 5) Excellent interpersonal, verbal, and written communication skills, with the ability to communicate in a tactfully assertive manner; superior spelling, grammar, AP style copy editing skills are required.
- 6) Strong critical thinking skills with a proven attention to detail, organization, and timely independent decision making.
- 7) Ability to synthesize information and manage competing priorities and constituencies.
- 8) Strong political acumen and ability to handle agency information and correspondence with strict confidentiality and discretion.
- 9) Sound judgement to prioritize tasks and limit distractions.
- 10) Experience in onboarding and training staff and interns.
- 11) A creative problem-solver, excellent ability to troubleshoot.
- 12) Proactive and self-motivated under tight deadlines, with the ability to take direction and function under high pressure.
- 13) Helpful demeanor, focused on customer service, and a proven ability to establish solid connections and build successful relationships that support the mission.
- 14) Regular, consistent and punctual attendance. Must be able to work occasional nights and weekends with a variable schedule and occasional short-trip travel.
- 15) Values confidentiality, tact in the workplace and proper social media etiquette.
- 16) Advanced proficiency in Microsoft Office including Outlook, Word, Excel, and PowerPoint are required; must also be able to type 40-50 WPM and a working knowledge of Slack and other communication platforms. Experience working with the LGBTQ+ community and familiarity with issues of particular relevance to LGBTQ+ people including a demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration status, and physical abilities in an intersectional environment.
- 17) Access to reliable automobile transportation with a valid driver's license and proof of insurance is required. This position will be required to run errands, pick-up and deliver staff and materials on occasion throughout the Sacramento region.
- 18) Proficiency in English is required; ability to speak/read/write/translate in languages other than English is a plus.
- 19) Offers of employment may be contingent on satisfactory results of a criminal history
- 20) The Sacramento LGBT Community Center is a drug free workplace, employees may be subject to a drug test.



This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

**ABOUT THE ORGANIZATION:**

The Sacramento LGBT Community Center works to create a region where LGBTQ+ people thrive. We support the health and wellness of the most marginalized, advocate for equality and justice, and work to build a culturally rich LGBTQ+ community.

**EQUAL OPPORTUNITY:**

The Sacramento LGBT Community Center is proud to be an equal opportunity employer. People of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender, non-binary, or intersex are encouraged to apply. The Center maintains a policy of non-discrimination with respect to employees and applicants for employment. No aspect of employment will be influenced in any matter by race, color, religion, sex, age, national origin, marital status, ethnicity, religion, sexual orientation, gender identity and/or expression, physical disability (including HIV or AIDS), medical/mental condition, perceived physical disability or veteran status, or any other basis prohibited by statute.

**TO APPLY:**

Email a cover letter and resume as attachments to [jobs@saccenter.org](mailto:jobs@saccenter.org) with the position title in the subject line; or submit a cover letter indicating the position you are applying for and application/resume to 1015 20th Street, Sacramento, CA 95811. For more information visit [saccenter.org/careers](http://saccenter.org/careers). No phone calls please.

