



Job Title: VP Residential Programs

FLSA Classification: Exempt

Department : Residential Programs

Reports to: Chief Executive Officer

Salary: \$145,000 – \$165,000 annually

Date Updated: 10/02/24

Job Description

Summary/Objective

Reporting to the Chief Executive Officer (CEO), the VP: Residential Programs is a critical member of Hanna Center Executive Leadership team, who will model leadership as a change agent to support implementation and spearheading newly assigned initiatives as directed by the CEO to lead Hanna Center into its next chapter of growth and innovation for strategic programming. The VP: Residential Programs oversees three separate programs: the NPS/Legacy Group Home, both Transitional Housing Programs (THP Minor and NMD), and the Short-Term Residential Therapeutic Program (STRTP). The VP: Residential Programs will oversee the implementation of the growth strategy identified by the CEO and will lead work that is complementary to define and execute on the organizational vision and goals. The VP: Residential Programs will support the vision of the CEO through implementation and management of functions critical to Hanna Center strategic plan and the organization's continued success. These functions will include program operations, program design, program evaluation, program outcomes, strategic management, regulatory compliance, work plan development, continuous quality improvement processes, performance management, intentional service delivery and fiscal management of new programming initiatives. The VP: Residential Programs will operate and model Hanna Center organizational values to build, maintain and grow relationships with key stakeholders to ensure Hanna Center's successful innovative imprint, impact, sustainability, and growth within the community. This position will assure that all Hanna Center programming provides a safe space where both clients and staff are supported and treated with respect.

Essential functions

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

New Program Development/Design/Operation:

- Create a preliminary organizational needs assessment to assess the programmatic climate of Hanna Centers programs that will coordinate with New Initiatives

- Analyze and assess unmet programmatic needs, gaps of service and advocacy, in collaboration with internal stakeholders, and projecting financial impact
- Develop and implement strategic work plan aligned with CEO strategic plan
- Implement strategic roadmap and drive organizational process for effective implementation
- Ensures all program services are being met, including regulatory compliance, strong program continuity, continuous quality improvement, and service delivery, including a trauma-informed care model.
- Develop Key performance indicators as data measurements in accordance with Hanna Center.

Center Strategic Plan

- Develop and implement training for the organization in partnership with CEO to expand continuous quality improvement and meet regulatory standards for staffing
- Assists CEO in assuring that Hanna Center maintains compliance with all county contracts, including billing and documentation.
- Oversees Performance Quality Improvement process and assures that outcomes are monitored and reported to stakeholders.
- Design workflow models to assure that Hanna Center acquires Council on Accreditation

Certification

- Attends the California Alliance Residential Committee to stay current with all California regulations and rates for residential programs.
- Monitors and supports workflow design for data quality review to service and maintain compliance with the standards of the Council on Accreditation and overall, all best practices.
- Implement and delegate clinical policies and procedures in accordance with state licensing requirements and standards set forth by the state of California Department of Mental Health, Community Care Licensing, and the Board Behavioral Sciences, etc.
- Must be able to complete and maintain the Group Home and Short-Term Residential Therapeutic Program (STRTP) Administrator Certification, including meeting ongoing CEU requirements for certification renewal
- Able to be certified in Crisis Intervention, First Aid/CPR, and other offered Hanna community trainings, such as, Universal Precautions/Bloodborne Pathogens

Leadership

- Participates as a member on Executive Leadership Team
- Advises Senior Leadership Teams
- Represents Hanna Center to internal and external parties as assigned by CEO
- Model a nurturing and strong organizational culture rooted in teamwork, inclusion, respect for racial equity, cultural diversity, inclusion, and innovation.
- Serves as direct support to CEO vision as a principal leader, representative and secondary spokesperson to the greater community or in partnership with state, local, government agencies, community agencies constituent groups, corporations, media and housing development organizations.
- The ability to build lasting professional relationships with Community Care Licensing Analysts, Social Workers, Probation Officers, Community Leaders, and Child Care Provider Colleagues.

- Maintain accountability for and working knowledge of the operating budget and financial performance of the organizations.
- Partner with Executive Leadership to strategize Hanna Center short-range and long-range programmatic goals and assure continuity to attain goal achievement.
- Act as an advisor to CEO related to new program initiatives and state- wide trends.
- Model commitment of Hanna Center values and mission.
- Provides organizational environment of safety and leadership opportunities for staff and maintain a positive anti-racist, DEI-focused, mission driven work environment that fosters innovation, learning and creativity.
- Must be able to collaborate closely with all treatment and support service departments across the campus and within various programs.

Fiscal Responsibility

- Work in partnership with Hanna Center Chief Financial Officer and Finance committee to project, prepare comprehensive fiscal analyst for CEO to inform organizational vision of operating budgets and multi-year capital budget projects for the organization.
- Provide strategic insight to CEO regarding financial decisions regarding programmatic design and make recommendations based on data, assessment and thorough understanding of Hanna Center strategic plan/financial picture and programmatic market of new initiatives.
- Advises Chief Development Officer in developing private funding for program services.

People Operations

- Conducts Performance Management, Performance Reviews and Evaluations.
- Assess Staff Key Performance Indicators and drive performance management in collaboration with Executive People Operations Leadership Teams.
- Assists Chief People Operations Officer in assuring Hanna Center hires and retains highly qualified staff.
- Hiring, Coaching, Terminations.
- Work in partnership with People Operations on hiring interview questions.

Competencies

- Knowledge of programmatic climate of Hanna Center
- Ability to assess programmatic needs, gaps of service and advocacy
- Knowledge of program compliance including billing and documentation
- Skill in implementing and facilitating trainings with an emphasis on leadership management.
- Facilitates the fortnightly meetings where treatment and support teams review Hanna Center participants' activities impacting the campus and community.
- Participates in the school faculty meetings to help improve communication between programs.
- Skill in designing workflow models
- Ability to implement policies and procedures
- Knowledge in organizational structure and environment
- Knowledge in operating budget and financial performance
- Ability to conduct performance management reviews
- Comfortable with public speaking, facilitating meetings, and organizing agendas. After gaining further experience, can effectively discuss the broader conceptual goals of the Center, beyond just the Residential program.
- Meets weekly with direct staff and members of the residential programs, including regular participation in weekly in-service sessions.

Supervisory Responsibilities

- Supervise students, implementing treatment approaches and or techniques which include Restorative Practice, Life Space Interviews, Universal Trauma Training, ACE Study, Workforce Protection and Policies that Reflect Trauma Informed Care.

Work Environment

- Residential housing/congregate care setting.
- Available by phone for off-campus consultation as needed.
- Conducts weekly visits to homes for client and staff visibility.

Physical Demands

- Ability to sit for extended periods of time and the ability to manage repetitive hand/wrist movements while using a computer keyboard and/or the phone.
- This position requires the ability to bend, squat, stoop, and walk-up flight of stairs and able to safely lift 50 pounds and carry 20 pounds. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls. COVID19 Vaccination+ booster or verified religious/medical exemption.

Education and Experience

- Unwavering commitment to equity, social justice and improving individual and community health and well-being.
- Deeply skilled in managing multiple competing deadlines in a fast-paced and supportive environ.
- Proven track record of building relationships to cultivate and retain clients and partners.
- Excellent written and oral communications skills with the ability to convey information in an easy to understand, compelling, and engaging manner.
- Strong interpersonal communications skills with a passion for teamwork and collaboration.
- High business acumen, with the ability to assess and recommend course of action.
- A self-starter who can thrive independently, adapt quickly, and demonstrate flexibility.
- Understanding of Adverse Childhood Experiences, trauma informed care resiliency practices.
- Demonstrate willingness continue to learn, grow, and develop personally and professionally.
- Bachelors required masters preferred.

Additional Eligibility Requirements

- Must clear background check for a Community Care Licensed facility, including physical, tb and drug test.
- Must successfully complete: Mandated Child Abuse Reporting, Ethical Standards, and Crossing Boundaries of Employee Conduct.
- Must successfully complete 8- and 16-hour Department of Social Services Assessment.
- Must have valid Driver's License and ability to be insured by Company policy.

Affirmative Action/EEO Statement

Hanna Center is an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

Other Duties

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

Ready to Apply?

Send your resume and cover letter to: jobs@hannacenter.org