



## DEPUTY DIRECTOR – BEHAVIORAL AND FAMILY EMPOWERMENT

family services

Our agency strives to embody the concept of trauma-informed, resilience-oriented services, both internally and externally with our clients, customers, and community partners.

### **POSITION PURPOSE**

Under general direction of the Executive Director, serves as primary backup to the Executive Director in the management of Changing Tides Family Services programs, personnel, and operations. Plans, develops, and oversees implementation of a range of mental health and family support programs. Supervises staff as assigned. This is an exempt position and not subject to overtime provisions.

### **ESSENTIAL FUNCTIONS**

- In the absence of the Executive Director, effectively oversees the staff and operations of Changing Tides Family Services. Examples of duties which might be performed include, but are not limited to:
  - Signing contracts, legal documents, invoices, and other significant documents.
  - Representing the organization at statewide or local meetings.
  - Making sound decisions which may have an impact on organizational viability or growth.
  - Preparing materials for Board of Directors' meetings or committee meetings; advising them in their decision making.
  - Other actions which would normally be performed by the Executive Director.
- Demonstrates sound judgment about financial, personnel, and organizational matters, including in complex situations where the agency has no prior experience.
- Plans, develops and oversees the administration of mental health services to children, youth, and families, parent/family support programs and other programs/services under his/her span of control using a trauma focused, strength-based, client-centered work approach.
- Directly or through delegation, develops program or administrative policies to support the smooth and accountable operation of assigned programs.
- Prepares grant proposals, budgets, and applications for funding.
- Provides input to the agency-wide budget and to program-specific budgets. May review new and continuing contracts and budgets prior to submission. Reviews financial statements periodically with the Executive Director and Finance Director to resolve any issues.
- Actively participates in planning for the organization. Provides input to annual goals and objectives.
- Consults with Executive Director, Human Resources Director, or management staff regarding personnel issues with the goal of ensuring the agency complies with labor law and best practices.

Kerry Venegas, Executive Director

Child Care Services/Subsidies/Referrals | Special Needs Services | Mental Health Services | Parent Supports

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- Interprets policies and procedures to management and program staff, clients, and members of the public.
- Oversees a Continuous Quality Improvement program for mental health services; ensures compliance with public and private health insurance requirements; ensures compliance with HIPAA rules and regulations.
- Provides technical assistance to Division Directors and staff regarding program design and implementation.
- Coordinates agency-wide or program specific projects which may include writing policies, performing audits, training staff, etc.
- Provides consultation to assigned management staff with regard to potential vendor grievances or parent appeals.
- Oversees staff and activities to ensure Changing Tides Family Services complies with current laws regarding personnel responsibilities, retirement obligations, drug-free work place provisions, etc.
- Serves as a trustee to Changing Tides Family Services' 401(k) Retirement Plan.
- Directly or through delegation, serves as back up to the Human Resources and Finance workgroups.
- Prepares, and may present in public, a variety of complex analytical, statistical, or narrative reports.
- Effectively represents Changing Tides Family Services at community meetings; participates in community initiatives as assigned.
- Demonstrates clear and effective written and oral communication; is an articulate public speaker.
- Evaluates employee performance in conformance with agency policies, counsels employees, and effectively recommends disciplinary action and other personnel actions.
- Using correct English spelling and grammar, prepares a variety of written materials such as reports, internal documents, correspondence, and policies.
- Uses a personal computer, and applies skills in WORD, EXCEL, and customized data bases/software used in the agency's programs.
- Advanced knowledge of the electronic health software used by the agency; ensures all staff working in mental health programs are adequately trained to use the software either through delegation of training responsibilities or directly training staff.
- Competently and efficiently navigates a variety of software programs which may include financial data, vendor data, child care information, or personnel information.
- Demonstrates effective verbal and written communication skills.
- Travels to events within Humboldt County and out of the area as assigned.
- Complies with Changing Tides Family Services Personnel Policies and other formal Changing Tides Family Services guidelines and policies.
- Complies with HIPAA and other confidentiality rules and regulations.
- Reports suspected cases of child abuse in compliance with mandated reporting requirements.

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**QUALIFICATIONS**

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

Equivalent to graduation from a four-year college or university with major course work in business or public administration (graduate degree preferred), and five years of full-time experience administering complex human service programs in a management capacity with budgetary responsibility above \$2,000,000. Increasingly responsible management of a nonprofit organization desirable.

Other Requirements:

- Ability to work a varied schedule, including evenings, weekends, and early mornings.
- Must be able to pass a fingerprint and criminal history clearance.
- Must be able to see and hear within normal ranges, be physically able to make site visits, and attend out-of-area meetings.
- Possession of a valid California driver's license, current automobile insurance, a vehicle for work and a driving record consistent with agency insurance carrier requirements

6/2024