

Program Manager -ACT Clinic

Job Description

The Program Manager will oversee the administrative coordination of VIP's Adolescent Care and Transition (ACT) Clinic. VIP created the ACT Clinic in response to the urgent medical needs of teens transitioning out of foster care. This teen-focused medical home for youth aging out of foster care, discharged from Probation, youth with chronic illness, pregnant and parenting teens, and high-risk youth in the community, is the only clinic at any of the County's HUBs with such a specialized focus. The ACT clinic also houses a specialized LGBTQ program given the significant number of LGBTQ teen clients, a population proven to be overrepresented in the foster care and juvenile justice systems. LGBTQ teens from across the County often travel for services at the ACT clinic, feeling more comfortable and secure in this specialized practice, which includes a medical professional hired specifically for this purpose.

The array of services at the ACT Clinic includes, but are not limited to: forensic/medical treatment and subspecialty services, mental health, dental care and nutritional screenings, outreach and advocacy services and case management, LGBTQ support and services, pre-natal care/obstetrics and post-natal care for pregnant teens, walk-in OB-GYN clinic for pregnancy counseling and pregnancy prophylaxis to prevent additional teen pregnancies, sexual health counseling aimed at reducing sexually transmitted infections, including HIV, ongoing medical care for both teen parents and infants, and parenting workshops for pregnant and parenting teens, and respite care for participating teen parents.

The Program Manager will be responsible for developing protocol and procedures, supervising staff members, and coordinating outreach into the community. This position is responsible for developing partnerships with community agencies, schools, colleges, individuals, and other partners to support VIP and our clients. The Program Manager will also be responsible for advocating for VIP clients in the political realm helping to support public policy measures. After successfully managing the ACT Clinic for nine months, the Program Manager will also be responsible for collaborating with other HUB sites throughout the county to help implement and run similar teen and LGBTQ clinics.

Job Responsibilities:

- Assess, design, and implement protocols and procedures for the clinic;
- Create an individualized implementation plan for teen services and LGBTQ services at each County HUB;
- Develop and maintain collaborative relationships with County HUB staff, community-based organizations, schools, colleges, individuals, and other partners to support VIP and its clients;
- Develop an outreach strategy for the ACT Clinic and individualized plans for each HUB;
- Oversee case management and care coordination at the ACT Clinic;
- Draft policy recommendations based on best practices at VIP;
- Stay up-to-date on research concerning high risk teens and the LGBTQ community;
- Assist with fundraising and grant-writing efforts for the ACT Clinic and other HUBs;
- Meet weekly with VIP Executive Director;
- Other related duties as assigned by supervisor(s).

Qualifications:

- Master's Degree in Public Health, Public Policy, or Public Administration preferred. Bachelor's Degree in related field required;

- Bilingual in Spanish and English;
- Experience working with vulnerable populations, high risk teens, the LGBTQ community, etc.
- Demonstrated ability to develop relationships and collaborate effectively with a diverse group of individuals and organizations;
- Flexibility to handle competing priorities in a fast-paced environment;
- Highly organized with strong attention to detail;
- Knowledgeable about the complexity of sexual and domestic violence;
- Critical thinker and complex problem solver;
- Knowledge of Microsoft Office and Adobe Acrobat.

VIP offers Great Benefits and Perks:

- Medical, Dental, Vision and Flexible Spending Accounts
- 401(k) plan & Basic Life Insurance
- 11 paid holidays per year
- Generous paid time off accrual
- Travel reimbursements at IRS rate

Please submit your cover letter and resume to:

Toni Harrison- *Director of Human Resources*

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