



# SENIOR PROGRAM COORDINATOR

## YOUTH AND FAMILY SERVICES

### Recruitment Timeline

**First Review of  
Applications:  
January 9, 2023**

Interested applicants are encouraged to apply as soon as possible.

**Interviews:  
January 2023**

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### Compensation & Benefits

**Annual Salary Range:  
\$90,613 - \$110,133**

A summary of benefits can be viewed online:  
[Benefits Summary](#)

This position is represented by the City of Fremont Employee Association (CFEA) bargaining group.

[Apply Here!](#)



**The City of Fremont's Human Services Department has an exciting opportunity to join a dynamic team!**

### The Position

Under the direction of the Youth and Family Services Administrator, the Senior Program Coordinator plays a unique role overseeing the early childhood mental health program, providing direct counseling services and supervising several staff counselors and interns.

The Senior Program Coordinator typically has specialized experience, training and qualifications that enable the position to work effectively with children 0-8 years, parents and youth caregivers.

The Senior Program Coordinator works closely with the division's Clinical Supervisors and Quality Assurance Specialist to ensure that clinical services comply with all policies, procedures and legal regulations, and that client services are delivered at the highest standards. The position also coordinates with other key positions in the Human Services Department to help clients have easy and timely access to coordinated services throughout the Human Services Department and/or with other partner agencies.

### Examples of Duties

- Oversee and coordinate the direct services under the early childhood mental health program, working closely with the counselors and interns assigned to the program.
- Provide administrative and clinical supervision and consultation to YFS counselors and interns/trainees who are providing direct counseling services to children 0-8 years, parents, and family members, while maintaining close cooperation with the Youth and Family Services Division's Clinical Supervisors and Quality Assurance Specialist.
- Provide direct counseling and early childhood consultation services to children 0-8 years, parents, and family members.
- Together with the YFS Administrator, understand policies and trends related to the provision of early childhood mental health services; and represent the division at County and/or school district meetings.



Human Resources Department  
3300 Capitol Avenue, Bldg. B  
(510) 494-4660 | [humanresources@fremont.gov](mailto:humanresources@fremont.gov)  
[www.fremont.gov/humanresources](http://www.fremont.gov/humanresources)

## **Examples of Duties Continued**

- Ensure direct service staff and interns are familiar with and fully utilize client Electronic Health Record System and becomes a key user representative on system implementation team.
- Oversee clinical documentation and compliance with State Medi-Cal documentation standards in partnership with Clinical Supervisors and Quality Assurance Specialist.
- Manage the client intake and referral process for the early childhood mental health program.
- Ensure that staff meet contractual and quality assurance goals and audit requirements.
- In partnership with YFS Administrator, Clinical Supervisors, and the Human Services Department's Fund Development Officer respond to requests for proposals, develop grant work plans, narratives, and budgets.
- Oversee early childhood grant deliverables and reporting for the division.

## **The Ideal Candidate**

The ideal candidate will be a dynamic bi-lingual mental health professional who is experienced in early childhood mental health; coordination of Medi-Cal funded mental health programs; hard copy and electronic health record keeping systems; and in conducting needs assessment and program evaluation. Qualified candidates will have demonstrated the ability to provide a high quality of clinical oversight to early childhood counseling services; develop and maintain effective working relationships with direct reports, colleagues, other service providers, and institutions; and participate in the development and implementation of operational policies and procedures, and grant writing processes.

## **Education and Experience**

Any combination of education and experience which has provided the knowledge and abilities necessary to satisfactory job performance would be qualifying. A typical way to obtain the required knowledge and abilities would be: Master's degree in psychology, counseling, social work, or a related field, and two (2) years of experience in coordinating and developing mental health programs and providing services for children 0-8 years, youth, parents and families.

Possession of the following is highly desirable:

- Two years of supervisory experience
- Bilingual language skills (Spanish, Farsi, Mandarin)
- Qualified to provide Board of Behavioral Sciences regulated clinical supervision to unlicensed counselors, associates, or trainees.

## **Licenses/Certificates/Special Requirements**

Licensed as a Marriage & Family Therapist (LMFT), Professional Clinical Counselor (LPCC), Clinical Psychologist, or Clinical Social Worker (LCSW) is required.

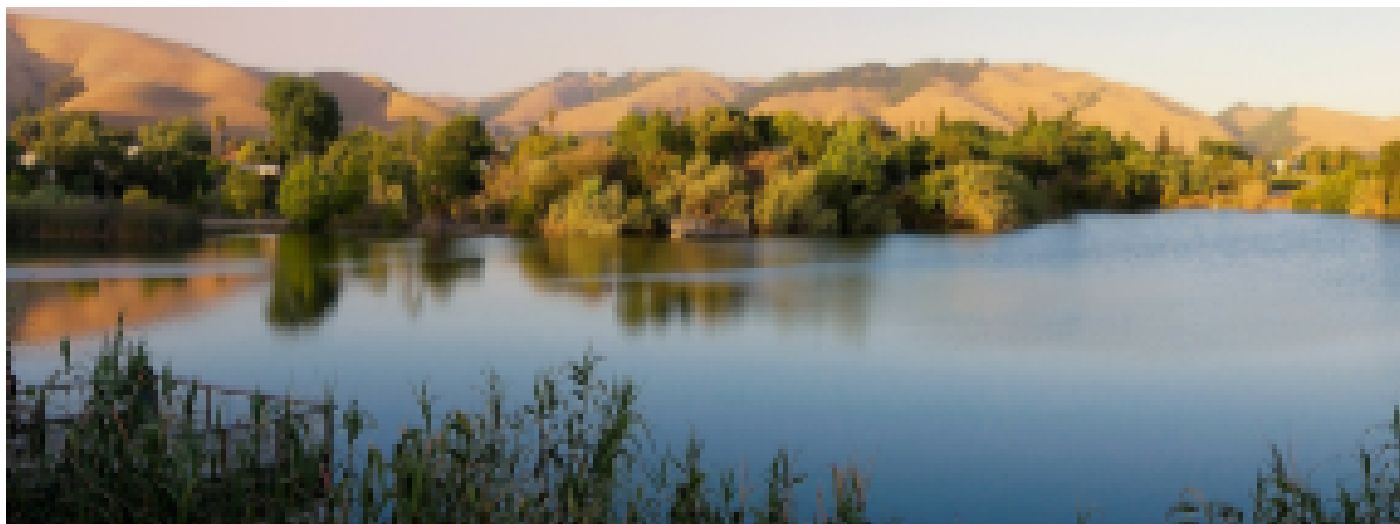
This position requires the ability to travel independently within and outside City limits. Therefore, a valid Class C California Driver's License is required by time of appointment.

## **Application Process**

Candidates may apply for this position by submitting a completed City application, resume and supplemental questionnaire through the online application system (Government Jobs) at: <https://www.governmentjobs.com/careers/fremontca>

## Selection Process

The process may include oral panel and individual interviews, professional reference checks, fingerprint check for criminal history, and other related test components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.



Reasonable Accommodation: Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660 or emailing [humanresources@fremont.gov](mailto:humanresources@fremont.gov).

The City of Fremont is an Equal Opportunity Employer.

*The information contained herein is subject to change and does not constitute either an expressed or implied contract.*

## SUPPLEMENTAL QUESTIONNAIRE

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The completion of this supplemental questionnaire is required for your application to be considered for the Senior Program Coordinator position, and is an integral part of the examination process. This supplemental questionnaire will be used to assess your qualifications as it relates to the Senior Program Coordinator position. Your responses will be evaluated and compared to your application and will assist in determining which applicants will receive further consideration for the selection process.

### **When you apply online you will be required to respond to the following questions:**

**1.** Please be specific in answering the Supplemental Questions as they will be used to evaluate which applications will be given further consideration in the process. Do not answer “see resume” or “see application” as these are not valid answers. Select “Yes” to reflect that you have read and understand this statement.

- Yes
- No

**2.** Do you possess a Master's degree or higher?

- Yes
- No

**3.** If you answered “Yes”, in which field(s) did you receive your degree(s)? Additionally, list any relevant licenses and specialized certifications you possess.

**4.** How many years of professional experience do you have coordinating and developing programs for children 0-8 years and parents/families?

- None
- Less than 1 year
- 1 year to less than 2 years
- 2 years to less than 3 years
- 3 years to less than 4 years
- 4 years or more

**5.** How many years of experience do you have with electronic health records systems? Please name the systems with which you have experience.

**6.** How many years of experience do you have with Medi-Cal funded services and billing for Medi-Cal?

- None
- Less than 1 year
- 1 year to less than 2 years
- 2 years to less than 3 years
- 3 years to less than 4 years
- 4 years or more

**7.** Do you possess bilingual fluency in Spanish, Farsi, Mandarin, or another language?

- Yes
- No

**8.** If you answered "Yes", list the language(s) in which you possess bilingual fluency.