



Job Posting: Assistant Program Administrator, Part Time

St. Barnabas Senior Services has been awarded a grant to institute the Healthy IDEAS (*Identifying Depression, Empowering Activities for Seniors*) depression intervention program for seniors through its social work/case management program. Healthy IDEAS is an evidenced-based program developed and administered by Care For Elders at Baylor University, Houston, Texas. The program is designed to equip local social work case managers with the skills and resources to be able to deliver the intervention with older adults. To assure adherence of individual case managers to the terms of the grant. This position is a Part time temporary position at an annual rate of \$40,000 reporting to the Director of Social Services. The qualifications for this key position are as follows:

Qualifications:

- BA or higher in social work/social administration or related field is a must. Case management background and being bi-lingual in Spanish or Korean a plus.
- Strong writing and communication skills a must.
- Strong project management skills a must and a track record of meeting successfully leading a team to meet or exceed grant project requirements a plus.

Job Requirements:

- (1) To be the Program Administrator, assisting the Director of Social Services in implementing the Healthy IDEAS depression intervention program for older adults through the case management department of St. Barnabas.
- (2) Participate in all in-service Health IDEAS training events
- (3) Support the staff in developing confidence and acquiring skills to deliver the intervention with older adults.
- (4) Working closely with the Healthy IDEAS Clinical Coach who will be mental-health consultant hired to support the case management staff
- (5) To become fully conversant in the Healthy IDEAS evidence based program so as to assure adherence and competence of individual social work case managers to conduct the intervention as outlined and proven.
- (6) To assist the Director of Social Services in making sure that the program conforms to the expectations of the grant funder; maintaining excellent service records and contributing to quarterly reports to the grant funder.
- (7) Assisting the Director of Social Services in areas not addressed above to ensure smooth program implementation.

Position starts: Monday, October 3, 2011 and concludes December 2012.

Position is located at: 675 So. Carondelet Street, Los Angeles, CA 90057

Please submit your resume and salary requirements to Gina Provencio:
gprovencio@sbssla.org