



## Job Description: Older Adult Program Manager

**Pacific Center for Human Growth** is a 50-year-old grassroots non-profit organization serving the LGBTQIA+ community in the Bay Area. As the only LGBTQ-specific mental health clinic in Alameda County, Pacific Center is a critical resource for the health and wellness needs of the local LGBTQ community and a unique provider in our county's healthcare system. Pacific Center offers low-cost individual, couples and family mental health services, HIV support services, peer support groups, interagency training and a youth support program.

Our **Older Adult Program (Older+Out, PEARLS, and peer support)** provides social and therapeutic support for individuals aged 50+.

The **Older Adult Program Manager** provides programmatic and clinical support and supervision for the various parts of Pacific Center's programming for LGBTQ older adults. This program provides therapeutic support groups, led by Clinical Interns and trained peer facilitators and occasional short term case management. Program participants with severe mental illness (SMI) can be offered additional support by way of linkage and referrals for any additional needed services.

### Primary Responsibilities:

- Attend and later implement training for PEARLS program facilitators
- Assist PEARLS facilitators in gathering and maintaining intake information for all group participants
- Mentor clinical interns In consultation with the Director of Community Programs and Older + OUT program coordinator
- Receive and respond to any referrals from clinical interns and program facilitators
- Sign off on clinical notes associated with Older Adult Program with support from Older + OUT program coordinator
- If referral is received, assess group member's needs, refer to appropriate clinical & community service providers (housing, health/medical, legal assistance, food, transportation, etc ), follow-up regarding referral
- Provide follow-up short term case management as needed
- Confer with Community Programs Director regarding referrals for any group members w/SMI or other emotional support needs
- Coordinate the data collection, evaluation, & reporting to our funders (government agencies and foundations) with the support of the Community Programs Director and Program Specialist
- Outreach to senior centers & other community organizations for group locations, group member recruitment, Pride events, & Intergenerational events
- Work as a team member with other employees and volunteers at Pacific Center
- Assume other duties as assigned by the Director of Clinical Programs



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### Qualifications desired:

- Experience working with Older Adults and/or LGBTQIA+ community in a non-profit setting
- Understanding and knowledge of LGBTQ/Older Adult issues
- Experience working with diverse communities and with group facilitation
- Strong ethical values, commitment to confidentiality and setting appropriate boundaries
- Experience working on self-directed projects
- Familiarization with WRAP plans and the SMI population
- Basic computer skills: *Word, Excel* etc
- *Salesforce* experience helpful, not required

### COMPENSATION:

- \$87,360/year salary
- Full-time Exempt position.
- Full health benefits (medical, dental, vision) for employee, and partial coverage by organization for family members
- 24 paid holidays, including ten days of organizational closure - one week in winter, one in summer, and two floating holidays, in addition to numerous staff holidays, paid vacation, and sick time.

### APPLICATION PROCESS:

**Applications will be received and considered on a rolling basis until the position is filled.** Pacific Center for Human Growth is an equal opportunity employer and is committed to diversity in the workplace. People who will add to this diversity, especially people of color and people who identify as transgender or non-binary, are encouraged to apply. Pacific Center is a 501c3 non-profit organization.

Please send your application materials including proof of licensure, your cover letter, diversity statement, and resume to Shanna Bowie, Director of Community Programs, at [shanna@pacificcenter.org](mailto:shanna@pacificcenter.org).

### ABOUT THE PACIFIC CENTER:

***Pacific Center for Human Growth is a 501(c)3 non-profit organization and an equal opportunity employer.***

*All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by law. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. **QTBIPOC and LGBTQIA+ and Multilingual candidates are especially encouraged to apply.***



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