**Director of Program Services**

This is a key management position based at our Administrative Office in Oakland, with travel to programs in multiple Northern CA counties.

**Essential Functions:** The Director of Program Services is a member of the Executive Team with overall responsibility for program design, delivery of services, contract compliance, quality assurance and oversight of staff training, coaching and development.

**Minimum Qualifications:** Bachelor degree in Criminal Justice, Social Work or related field; MA/MS highly preferred; 5 years’ experience at the management level in a similar work environment, demonstrating leadership and ability to oversee programs under contract to the public sector. Demonstrated proficiency with Microsoft Office Tools such as Word, Excel, PowerPoint**.** Must have a valid driver’s license.

Important qualities: creativity; positive outlook and energy; ability to thrive in challenging, fast-paced work environment; effective working independently and with teams; results and detail oriented, highly organized, resourceful and able to manage multiple high-level projects with strict timetables.

**Salary and Benefits:** Competitive salary; DOE. Full benefit package including fully paid medical, dental, vision, paid time off, 401 (k), flexible spending accounts, life insurance and long-term disability.

LCA is an equal opportunity employer, committed to embracing diversity and we consider all qualified applicants without regard to color, ethnic background, religion, sex, gender identity, sexual orientation, national origin, age, disability, HIV/AIDS status, veteran status, or any other legally protected class.

**To apply:** Please write a cover letter identifying your reasons for interest in the position and including a summary describing specifically how your experience meets the minimum requirements. Email the cover letter and resume, with “Director of Program Services” in the subject line, to: [jobs@lcaservices.com](mailto:jobs@lcaservices.com).

Please note that all staff are required to complete LiveScan fingerprinting following an offer of employment and criteria for approval or denial of a position include not currently on parole, mandatory supervision, PRCS or probation or under any structured supervision as a result of criminal conduct; not required to register per Health and Safety Code Section 11590, Penal Code Section 290, and/or Penal Code Section 451.