Job Opportunity #1 -

Req #43305BR
Analyst III – Supervisor, Program Manager

Department of Psychiatry
Location: SFGH

The Program Manager will provide high-level administrative and programmatic support for an Associate Professor of Clinical Psychiatry at UCSF School of Medicine who is the PI on several research projects and is working on developing a Center for Mental Health Integration Research at UCSF. She is a community psychiatrist dedicated to improving the medical health of people with severe mental illness (e.g., schizophrenia, bipolar disorder). She has developed a research program to improve the diabetes screening of people with severe mental illness, focusing on underserved minority populations. Given the significant disparities in health care received by people with severe mental illness, any effort to improve the quality of medical care of this highly vulnerable population are extremely important.

The PI has also created the CRANIUM Study. This study aims to determine whether the CRANIUM intervention results in increased diabetes screening and treatment, when compared to usual care, in people with severe mental illness. Given the significant disparities in health care received by people with severe mental illness (SMI, e.g., schizophrenia, bipolar disorder), any effort to improve the quality of medical care of this highly vulnerable population are extremely important. The results from this study will transform the way medical care is provided in community mental health clinics. The Program Manager will manage all day-to-day operations for the CRANIUM study including preparing progress reports, and serving as liaison with the RMS service center in the pre-award preparation of budgets, and drafting of grant applications to seek additional funding for the study and dissemination of study findings.

This position will report directly to the PI. The individual will be responsible for supervising the day-to-day operations of the research program. This includes supervision of personnel, purchasing, contracts and grants support, research activities, project management, and other duties as assigned by the PI. The Program Manager will work in partnership with the PI to assist with all administrative and
programmatic needs of establishing a new research center on mental health integration research at UCSF including pursuing federal and foundation grants and philanthropy.

The Program Manager must have strong leadership, organizational, supervisory, and writing skills. In addition, this individual will need to be able to work independently with general supervision and demonstrate resourcefulness.

The Program Manager will support the PI with training and educational activities and other initiatives as they arise. Specifically, the program manager will help support monthly works-in-progress and training and other educational activities for medical students, residents, and post-docs as the Center grows. These duties require the exercise of excellent analytical skills and judgment, as well as the ability to work independently and with the highest level of discretion and sensitivity.

To apply, please visit: http://www.ucsfhr.ucsf.edu/careers/

Job Opportunity #2 -

Req #43231BR
Analyst IV – Supervisor, Program Administrator

Department of Psychiatry / Behavioral Health Integration
Location: SFGH

This position will serve as primary administrator on a National Institute on Drug Abuse (NIDA) Sponsored Western States Node of the National Drug Abuse Treatment Clinical Trials Network (CTN), the Drug Abuse Treatment/Services Research Training Program, and Learning for Early Careers in Addiction and Diversity (LEAD) Program, as well as function as administrator for other Department-based grants for a variety of investigators and growing research program. In addition, this role will serve as administrator for Emergency Department Case Management, the Neuropsychology service and Traumatic Brain Injury, and the Behavioral Health Team. The individual will provide leadership and coordination among programmatic activities, oversee budgets and clinical finance, provide human resource management, coordinate project needs with stakeholders, and work with team members and consultants,. The Program Administrator will also participate in organizing and leading meetings and will be responsible for coordinating office workflows and administrative service delivery. The position has direct supervisory
responsibility for one fiscal assistant and a program assistant.

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