



# THE COUNTY OF STANISLAUS

BEHAVIORAL HEALTH & RECOVERY SERVICES



Stanislaus County  
now offers an employee  
bonus worth up to  
**\$10,000 or 21  
additional days of  
leave time!\***

*\*See inside for details*

Adult System of Care Manager III

\$90,604-\$135,907 Annually

This is a continuous recruitment. We encourage you to apply immediately as this recruitment may close at any time

## ABOUT THE DEPARTMENT

Behavioral Health and Recovery Services is committed to behavioral health principles that are responsive to both mental health services and substance use disorders. Our scope of services includes, but is not limited to, inpatient and outpatient psychiatric services, substance use disorder services, behavioral education and prevention, public guardian functions and advocacy. We offer these services throughout Stanislaus County at Behavioral Health and Recovery Services managed sites and partner with community agencies, as well as other County departments.

## THE IDEAL CANDIDATE

The ideal candidate is a person who has experience working with individuals with behavioral health disorders. This person should have experience supervising others and managing program operations. This person should have a refined knowledge of behavioral health programming and standards under the Department of Health Care Services for the Mental Health Plan. The candidate should have the level of expertise and professionalism that leads and focuses on improving the quality of services and eliminating inequities and barriers to care for marginalized cultural and ethnic communities.



*Interested in learning more about Behavioral Health & Recovery Services?  
Scan the QR code or visit [www.stancounty.com/bhrs/](http://www.stancounty.com/bhrs/)*

## THE POSITION

The Adult System of Care is committed to the provision of Specialty Mental Health Services (SMHS) to adult (18 years of age and older) Stanislaus County residents who meet eligibility requirements.

This system of care includes treatment teams throughout the community that provide:

- Assessment and Treatment Planning
- Case Management
- Individual and Group Therapy Services
- Individual and Group Rehabilitation Services
- Crisis Intervention
- Outreach and Engagement Services

Under the direction of the Chief of the Adult System of Care, this Manager III is responsible for the business functions and clinical programming provided through Behavioral Health and Recovery Services. Additionally, this position performs complex administrative tasks in planning, clinical program development, quality improvement, reporting, results based accountability implementations, organizing, and outreach and engagement program activities.

# TYPICAL TASKS

- Clinical Program Development and Management: Manage cross-system functions related to assessing and improving clinical services, outreach and engagement services, the implementation of evidenced-based interventions, and the development and monitoring of treatment services and outcomes
- Support in department with Process improvement projects (PIPs)
- Strategize with leadership to address specific program clinical performance issues, and collaborative projects with contract service providers and community partners
- Manage functions related to the monitoring of behavioral health treatment contracts. Management duties will include but not limited to ensuring effective and efficient use of resources to provide behavioral health services, with a focus on adherence to all BHRS clinical and administrative standards and practices
- Provide leadership and consultation to staff in the areas of service, delivery, performance, and community collaboration and development
- Program management and monitoring program outcomes by responding accordingly
- Monitor, track and complete reports and lead preparation for audits of the Adult System of Care programs
- Implement ASOC strategic initiatives, including developing and monitoring outcomes, delegating responsibilities and ensuring deadlines are met
- Review and analyze legislation, regulations and directives to determine impact on program goals and objectives, program administration and the community
- Develop plans and policies for implementing legislation, regulations and directives
- Oversee quality management functions
- Effectively address personnel matters as needed
- Manage system-wide functions related to assessing and improving access to care, with particular attention given to diverse ethnic, cultural, and un-served, and underserved populations
- Support the Adult System of Care in administrative oversight, training, and ongoing needs specific to the Electronic Health Record
- Manage system compliance in electronic health record including assurance of documentation standards
- Manage reporting functions of the Adult System of Care to include writing detailed annual reports, narratives, data graphs and charts, etc.
- Respond and provide after-hours management support for staff of program staff on a rotating basis
- Provide all necessary leadership skills related to the development and supervision of the programming's fiscal elements
- Assure compliance with Department policies and procedures
- Train staff on policies and procedures
- Continuously assess and improve the performance of services utilizing process improvement techniques
- Maintain quality control programs as appropriate
- Assure appropriate orientation, in-service training and continuing education is provided to staff
- Make annual budget recommendations including cost and revenue projections
- Monitor programs expenditures and revenue collection to assure targets are met
- Assure a system for implementing an effective, ongoing program to measure, assess and improve the quality of services delivered to clients based on their needs and the mission of BHRS
- Confer and consult with other supervisory staff regarding personnel issues
- Assure safety and risk management procedures are followed
- Demonstrate good verbal and non-verbal communication skills
- Demonstrate knowledge and skills in addressing cultural barriers of the population we serve
- Maintain positive and effective community relations
- Facilitate site licensing and certification
- Oversee program development
- Assist with the interface for accessing health care for residents
- Assist with the development and implementation of a staff training plan
- Represent the Chief as needed at statewide meetings, various administrative and efforts to strengthen community partnerships and collaboration
- Represent BHRS at meetings and conferences, locally, regionally, and statewide
- Provide support and supervision to program coordinators
- Facilitate the implementation of new programming as needed; and
- Other duties as assigned.

# MINIMUM QUALIFICATIONS

## KNOWLEDGE/SKILLS/ABILITIES

- Administration and Management
- Customer and Personal Service
- Clinic Operations
- Education and Training
- Fiscal Administration
- Management & Leadership
- Law and Government
- Public Health Services
- Project Management
- Sociology and Anthropology
- Active Learning
- Complex Problem Solving
- Federal, State, and local laws
- Judgment and Decision Making
- Learning Strategies
- Management of personnel resources
- Reading Comprehension
- Service Orientation
- Social Perceptiveness
- Strategic Planning
- Systems Analysis
- Systems Evaluation
- Time Management
- Writing / Speaking

*Interested in learning more about the Behavioral Health & Recovery Services Agency? Scan the QR code or visit <https://www.stancounty.com/bhrs/>*



## EDUCATION & EXPERIENCE

- Masters Degree in Social Work, Psychology, or Counseling received from an accredited institution;

AND

- Possess and maintain a license as a Licensed Clinical Social Worker (LCSW), Licensed Clinical Psychologist, Licensed Professional Clinical Counselor (LPCC), or a Licensed Marriage and Family Therapist (LMFT);

AND

- Possess at least one (1) year of experience comparable to a Stanislaus County Manager II or in a large public or private human services organization;

OR

- Possess at least one (1) year of experience as a Manager or Program Coordinator in a large public or private human services organization performing the work described above.

Proof of education will be required for verification purposes at the time of application. Applicants who are unable to submit proof must call (209) 525-6341 to make other arrangements before 5 PM on the final filing date. Failure to submit proof or make other arrangements before the final filing date deadline will result in disqualification.

# QUICK GUIDE TO APPLYING



## APPLICATION PROCESS



Find the  
Right Job



Update Your  
Application



Submit Your  
Application



Wait for  
Processing



Receive Notice of  
Application Status

## APPLICATION BEST PRACTICES

### BE COMPLETE

We screen for qualifications based on the information provided on your application, not on your resume. **Please make sure all relevant experience is listed within the body of your application.**

### BE DETAILED

Connect your professional experiences to the job's knowledge, skills and abilities. **Share your work history and how it relates to the minimum qualifications of the position.**

### UPDATE YOUR APPLICATION

Take the time to review and update your application each time you apply for a new position. **Ensure that your employment dates are correct and that any relevant skills or experiences are listed.**

### ATTACH SUPPORTING DOCUMENTS

Attach any required supporting documentation listed in the Minimum Qualifications. **Not submitting that typing certificate or proof of education could be the reason you are disqualified!**

### HIGHLIGHT DESIRABLE QUALIFICATIONS

If there are desirable qualifications listed, they may influence the screening process. **Detail how you meet both minimum qualifications and desirable qualifications in the duties section of your application.**

## COMMON MISTAKES TO AVOID

### WRITING "SEE RESUME"

Relying on your resume instead of completing the application can hurt your chances. **Be sure to fill out all sections and attach proof of education when required, as resumes alone don't provide the details needed to evaluate your qualifications.**

### OUTDATED OR MISSING REFERENCES

Submitting old contact information or leaving references blank can delay the reference check process. **Include current, reachable contact information for all references.**

### INCLUDING TOO MUCH OR UNRELATED INFO

Adding long paragraphs or unrelated experiences can make your application unclear. **Keep your application clear, concise, and focused on relevant qualifications.**

### ASSUMING COMPUTERS SCREEN APPLICATIONS

Believing that a computer or automated system selects qualified candidates is a common misconception. **All applications are reviewed by trained recruitment analysts, so make sure your experience is clearly detailed.**



**STANISLAUS COUNTY HUMAN RELATIONS**

Take Your Place.



# JOIN OUR TEAM and receive a bonus worth UP TO \$10,000!

## or 21 additional days of leave time!\*

\*EMPLOYEE CHOICE BONUS PLAN ALLOWS ELIGIBLE NEW EMPLOYEES TO RECEIVE A BONUS WORTH \$5,000 - \$10,000 OVER THREE ANNUAL INSTALLMENTS

### YOU CHOOSE: One month's worth of

Scan the QR code with a camera app to watch the Employee Choice Bonus Plan video!



#### Cash Payout

Redo that kitchen or paydown debt.

*It's all yours.*



#### Leave Time

Take a little extra time off and enjoy yourself.

*You've earned it.*



#### Deferred Compensation

Reduce some taxable income and receive it later.

*Why not?*

# Employee Choice Bonus Plan

## UNDERSTANDING THE DETAILS



### JOIN OUR TEAM BY JUNE 30TH, 2026 TO BE ELIGIBLE!

The following Employee Choice Bonus Plan is designed to allow those hired full-time on or before June 30, 2026, to choose one of the three bonus incentive options (one-time option, non-revocable) they would like to receive:



#### Option 1 BONUS CASH PAYMENT

*(Default if employee declines to make a choice)*

- One month of salary (168 hours) paid in cash over three annual installments at the highest step or top of band of the classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.



#### Option 2 BONUS LEAVE TIME

- 168 hours of bonus leave time allocated within three annual installments.
- Bonus Leave Time would be administered in the same capacity as standard vacation including compensation rate, request and approval, and reporting expectations.
- Bonus Leave Time will have no cash value and cannot be cashed out at resignation, termination, or retirement.
- Must use the bonus leave time prior to the expiration date, as there is no carry over after the bonus leave time expires.



#### Option 3 BONUS DEFERRED COMPENSATION CONTRIBUTION

- One month of salary (168 hours) paid over three annual installments into the employee's Nationwide Deferred Compensation account at the highest step or top of band of classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.

### Eligibility for Employee Choice Bonus Plan



- To receive each payment, you must be hired as a new full-time employee, and be active both on the vesting date and during the pay period in which the payment is issued.
- Full-time employees on an unprotected unpaid leave on the vesting date are ineligible for that specific payment.
- Employees that separate from full-time service prior to a vesting date will no longer be eligible for that specific payment.
- Employees that receive one or two payments, separate from full-time service and then return to full-time service are excluded from eligibility to receive further payments of any kind.
- Employees that leave full-time service prior to receiving any payments, and then return to full-time service on or before June 30, 2026, are eligible to receive future payments in accordance with their new hire date.

## COMPENSATION & BENEFITS

Approximate Annual Base Salary:  
**\$90,604-\$135,907 Annually**

The County of Stanislaus provides a competitive and comprehensive benefits package for regular full-time County Managers including:

- Excellent retirement benefits (2% at approximately age 62 formula)
- Medical, dental, vision, and basic term life insurance plans
- County paid Deferred Compensation at 1.5% of base salary
- 2 weeks annual vacation upon entering County service
- 32 additional vacation hours annually
- 56 hours administrative/management leave per year (does not carry over)
- 96 hours of sick leave annually
- 12 paid holidays annually
- \$900 annual Professional Development reimbursement
- \*Car allowance upon Department Head approval
- \*Moving allowance recruited from out-of-County
- Disability protection
- Optional participation in Flexible Spending Account programs
- Optional Supplemental Life & AD&D insurance plans
- Employee Assistance Program

**\*At Department Head discretion**

Details available upon request

## RECRUITMENT INCENTIVES:

### Employee Choice Bonus Plan:

Stanislaus County now offers an employee bonus worth up to \$10,000! Visit [stanjobs.org](http://stanjobs.org) for more information.

### Career Ladders:

We offer valuable tools to help plan your career with Stanislaus County. Find ways to grow and develop within the organization—from Accounting to Public Safety to IT.

### Learning Institute:

Whether you're a new employee or looking to acquire new skills, our Learning Institute offers a chance to take on new challenges and ways to consistently hone and improve skills.

## WELLNESS BENEFITS

The Mission of Club Wellness is to facilitate and encourage the "good health" of the county workforce.

"Good health" is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.



## **CLASSIFICATION INFORMATION**

Unless otherwise provided, this position is part of the Unclassified Service of the County and is considered "at-will" and is designated Management for labor relations purposes.

The individual selected will participate in the Stanislaus County Pay-for-Performance program, as well as receive additional benefits.

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at <http://www.stancounty.com/riskmgmt/> under the "Disability" tab.

**APPLICATION PROCEDURES/FINAL FILING DATE: This is a continuous recruitment. We encourage you to apply immediately as this recruitment may close at any time.**

**Oral Examinations are tentatively scheduled on a continuous basis**

Note: The eligible list generated from this recruitment may be used to fill future extra-help, part-time and full-time vacancies throughout Stanislaus County.

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

**Resumes will not be accepted in lieu of a completed application.**

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

## **RECRUITMENT ACCOMMODATIONS**

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodations Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

## **GENERAL QUALIFICATIONS**

- Pass County-paid pre-employment job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.
- Some positions may be required to possess and maintain a valid California Driver's License and meet County insurability requirements.

## **APPLICATION AND/OR EXAMINATION APPEAL RIGHTS**

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

## **DISCLAIMER**

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding(s), and such information prevails over information contained in this flyer. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/Human Resources.