



THE COUNTY OF STANISLAUS

BEHAVIORAL HEALTH AND RECOVERY SERVICES



MENTAL HEALTH COORDINATOR

\$94,182—\$114,483 Annually

Apply by June 16th, 2023

Interviews will be tentatively scheduled for the week of July 10, 2023

ABOUT THE DEPARTMENT

The administration of behavioral health and recovery services in Stanislaus County is entrusted to the department of Behavioral Health and Recovery Services (BHRS). BHRS operates as the primary provider of integrated mental health services for adults, older adults with serious mental illness, and children and youth with serious emotional disturbance. In addition, BHRS offers outpatient and residential programs for alcohol and drug treatment and prevention, while also assuming the role of Stanislaus County's Public Guardian.

The delivery of these services occurs in various community-based locations throughout the county, facilitated by a dedicated team of over 500 staff members across 80 programs administered by the county and in collaboration with community partnerships. BHRS places a strong emphasis on consumer and family partnerships, ensuring culturally competent services, and upholding the belief that individuals can and do recover from mental illness, alcohol dependence, and drug addiction.



ABOUT THE POSITION

The role of the Mental Health Coordinator (MHC) encompasses the planning, organization, and supervision of a program or team involved in various aspects of behavioral health and related activities. This includes direct client care, indirect client care, as well as administrative coordination and support. Depending on their licensure and the licensure of their subordinates, MHCs may also provide clinical supervision.

MHCs receive guidance from Management staff or a higher-level department administrator. Their primary responsibility is to supervise professional, para-professional, and support staff, offering guidance, advice, consultation, and coordination within a specific program area. While the specific duties may vary based on the job location, the main focus is on program coordination and staff supervision. However, MHCs are expected to possess clinical or professional expertise in a behavioral health field.

Typically, positions in this classification are situated within behavioral health or substance use disorder

TYPICAL TASKS

- Plan, organize and supervise the work of staff in a direct service program;
- Discuss or interpret departmental rules and programs to staff and the public;
- Assist and participate in the development of in-service staff development programs;
- Work with other supervisors in coordinating the activities of professional and technical staff;
- Represent the agency and resolve issues in a multi-disciplinary team;
- Evaluate the effectiveness of policies and procedures;
- Apply principles of employee discipline when appropriate;
- Direct research studies and prepare reports;
- Represent the department at conferences and public meetings;
- Assist in the development of community resources for programs;
- Receive and prepare correspondence;
- Evaluate the performance of personnel and take or recommend appropriate courses of action;
- Implement systematic changes regarding Electronic Health Record (EHR) system;
- Act as a department representative on community committees;
- Bridge the gap between upper management and direct service staff;
- Monitor clerical operations and compliance of timeframes;
- Communicate with fiscal staff, monitor budgets and distribute wrap around funds;
- Monitor that clients' needs are being met and productivity is maintained by staff;
- Engage in efforts to reduce stigma in individuals and community;
- Promote team building and good morale;
- Coordinate the operations of the facility and maintain a safe work environment;
- Provide effective clinical and behavioral interventions;
- Adhere to documentation policy in accordance with State and Federal guidelines;
- Implement and monitor Results Based Accountability outcomes;
- Use multiple sources of data, reports and outcomes to help manage team;
- Advocate for staff when necessary; and
- Other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge

- Principles, methods and resources in the field of public health, mental health, substance use disorder education, correction and rehabilitation;
- Techniques of staff supervision, evaluating, training, and casework consultation to staff;
- Principles of community organization;
- Resources available in the community for referral or utilization in social service programs;
- Peer/consumer value in the work place;
- Mental Health Services Act essential elements and Four Transformational Elements;
- Client driven strength-based culturally competent treatment; and
Multi-cultural skills, knowledge and experience.

Skills/Abilities

- Apply the recovery principles of behavioral health practice;
- Plan, organize and direct the work of subordinate staff;
- Strong personal and professional ethics;
- Apply effective interpersonal skills;
- Develop and maintain cooperative relationships with community groups and resource agencies;
- Present oral and written reports concisely and clearly;
- Analyze a situation accurately and adopt an effective course of action;
- Assess safety and risk factors;
- Demonstrate a commitment to the safety, permanency and well-being of children, vulnerable adults, and families;
- Train and mentor staff in strength-based practice;
- Evaluate staff and recommend disciplinary action when appropriate;
- Maintain professional and ethical boundaries;
- Perform in accordance with the ethical guidelines of the social work profession;
- Work as a positive team member and to define roles; and
- Use effective and assertive communication, collaboration, problem-solving and conflict resolution skills.

We recognize your time is valuable, please only apply if you meet the following required qualifications:

EDUCATION/EXPERIENCE

- Graduation from an accredited graduate program with receipt of a master's degree and within one (1) year of the date of hire in the State of California obtain a License as a Clinical Social Worker (LCSW), Licensed Professional Clinical Counselor (LPCC) or a Marriage and Family Therapist (MFT); **AND**
- Meet qualifications to participate in a Short-Doyle program; **AND**
- Two (2) years of experience performing duties comparable to the Stanislaus County Mental Health Clinician I or II classification.

Proof of education will be required for verification purposes at the time of application.

Applicants who are unable to submit proof must call (209) 525-7339 to make other arrangements before 5 pm on the final filing date. Failure to submit proof or make other arrangements before the final filing deadline will result in disqualification.



COMPENSATION & BENEFITS

Approximate Annual Base Salary:

\$94,182-\$114,483

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

- Medical, dental, vision and basic term life insurance plans
- Optional participation in Flexible Spending Account programs
- Optional Supplemental Life & AD&D insurance plan
- 457 Deferred Compensation savings plan
- Employee Assistance Program
- Participation in the Stanislaus County Employees Retirement Association (StanCERA.org)

RECRUITMENT INCENTIVES:

Employee Choice Bonus Plan:

Stanislaus County now offers an employee bonus worth up to \$10,000! Visit stanjobs.org for more details.

Career Ladders:

We offer valuable tools to help plan your career with Stanislaus County. Find ways to grow and develop within the organization.

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 Classified Service of the County and is assigned to the Mid Management / Supervisory bargaining unit for labor relations purposes.

Individuals who are in a full-time classification position are required to serve a twelve-month probationary period, which may be extended an additional six months, for a total of eighteen months.

Incumbents may also be subject to overtime, standby, callback, weekend, holiday and shift assignments as identified in their MOU (Memorandum of Understanding).

APPLICATION PROCEDURES/FINAL FILING DATE

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 on your qualifications.

Resumes will not be accepted in lieu of a complete 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 Accommodation 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. <http://www.stancounty.com/personnel/pdf/ADATestingForm.pdf>

GENERAL QUALIFICATIONS

- Pass County-paid 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.

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 Understandings, and such information prevails over information contained in this flyer. Questions regarding this announcement may be directed to the Stanislaus County Chief Executive Office/ Personnel.