



AN EQUAL OPPORTUNITY EMPLOYER  
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

**WELLNESS CENTER PROGRAM SUPERVISOR (CERTIFIED)**

**DEFINITION:** Under the direction of the HHS Deputy Director of the Behavioral Health Division or the Adult Program Chief, will provide oversight and supervision of Wellness Centers' assigned staff and participates in the ongoing planning and implementation of the Wellness Center site services.

**ESSENTIAL JOB DUTIES:** Oversight of the Wellness Center operations in Bishop and Lone Pine and supervision of the staff assigned to these programs as part of the larger adult system of care. Participates as a member of the HHS Behavioral Health leadership team and provides back-up support to team members as assigned. Supervises and evaluates the work of staff, as well as directly provides a broad range of health and human services activities in the community and out of the wellness center sites. Coordinates activities to ensure timely and appropriate completion of tasks and projects; interviews and participates in the selection of staff; develops and implements program goals in keeping with the Mental Health Services Act (MHSA) plan; ensures documentation and the collection of data for tracking and outcomes as well as for billing purposes. Participates in the Behavioral Health on-call rotation and provides support commensurate with scope of practice. Provides training and supervision on departmental rules, regulation, policies and procedures; addresses performance problems; identifies and resolves operational problems, accessing supervisor or other division/department leadership as needed; receives and resolves employee complaints and makes recommendations to division/department leadership as needed on difficult and complex personnel matters. Supervises and participates in quality control, implementing changes as recommended. Ensures compliance with applicable rules, regulations, policies and procedures. Performs related duties as assigned.

**EMPLOYMENT STANDARDS**

**Education/Experience:**

Path I: High school graduate or equivalent with one year of experience performing duties equivalent to a first-level supervisor in a Human Services agency; OR

Path II: Two years of progressively responsible duties in a behavioral health division of a Human Services agency; OR

Path III: Three years of professional experience performing work consistent with the assigned work unit, including one year of lead or supervisory experience in such programs, AND completion of the equivalent of 18 semester units (28 quarter units) or 18 continuing education credits in behavioral sciences.

**Note:** Applicants who meet the above standards and possess the required certification to administer an Adult Residential Facility are eligible for the Wellness Center Program Supervisor-Certified position at Range 72.

**Knowledge of:** The functions of Human Services agencies and the specific issues assigned in the work unit (i.e. Mental Health Services Act). Best practices in psychosocial rehabilitation recovery practices in stigma reduction and in the outreach, engagement and consumer-driven services with persons with severe mental illness (SMI) as well as co-occurring disorders in a system of care in the public sector; laws pertaining to confidentiality and care of persons with severe mental illness including involuntary treatment; billing and documentation standards commensurate with unlicensed staff; basic principles and practices of supervision, peer mentoring and care coordination.

**Ability to:** Effectively involve stakeholders and partners in the planning for MHSA; provide and direct outreach and engagement of persons with severe mental illness and persons with co-occurring mental illness and substance use disorders; implement effective strength-based, consumer-driven strategies as well as crisis intervention; work cooperatively as part of a multidisciplinary and leadership team; provide training, coaching and mentoring of staff; participate in staff performance evaluation and program outcomes and reporting; communicate clearly and concisely, both orally and in writing; model effective, professional conduct within one's scope of practice and be proactive in identifying conflict of interest and other potential boundary issues; participate and benefit from supervision and opportunities for growth and development; produce documentation using an electronic health record; stand, walk, twist, and lift and carry 25 pounds; climb and descend stairs, use a phone, drive a motor vehicle during any time of day/evening. Plan, assign, monitor, and supervise the work of others. Apply interpersonal skills effectively. Establish and maintain cooperative working relationships with community groups, co-workers and the general public. Work effectively with other work units in the agency. Train and develop staff including consumer Operate automated office equipment and systems used by the department. Identify problems and develop solutions; analyze a situation accurately and adopt an effective course of action; use available sources of information effectively in determining program goals and activities.

**SPECIAL REQUIREMENTS:** You may be required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles. Your position may be required to serve as a Disaster Service Worker during a County emergency.