

INYO COUNTY
PERSONNEL SERVICES
P. O. Box 249
INDEPENDENCE, CA 93526



(760) 878-0377
FAX (760) 878-0465

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

ANNOUNCES AN **OPEN RECRUITMENT** FOR:

PROGRAM CHIEF—ADULT SERVICES

Application Deadline: OPEN UNTIL FILLED

DEPARTMENT: Health and Human Services, Behavioral Health Division
LOCATION: Countywide
SALARY: Range 84 \$5777 \$6064 \$6367 \$6681 \$7022**

****BENEFITS:** CalPERS Retirement System (2% at 55) – employee contribution of 7% paid by Inyo County. Medical Plan – employee responsibility for employee and dependent monthly premium is 1% of base salary on PERS Choice plan; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

DEFINITION: Under direction of the Behavioral Health Director, provides clinical and administrative supervision of staff and program leadership in the day-to-day operation of the Behavioral Health adult outpatient programs.

ESSENTIAL JOB DUTIES: Duties will include but not be limited to: directs the day-to-day operation of the Behavioral Health adult outpatient programs (these programs currently include Alcohol and Other Drug Services (AODS) and Mental Health outpatient treatment services, Drinking Driver Program and Substance Abuse and Crime Prevention Act (SACPA), and may include clinical supervision of APS and LPS); provides direct and indirect administrative supervision, clinical supervision, and training to program staff including data collection, documentation, and chart audits (quality assurance); assists Director in the implementation of Systems of Care approach to adults as directed; attends State meetings as directed and keeps abreast of best practices for public behavioral health; determines schedules of staff within assigned programs; assists with effective implementation of 24-hour on-call coverage and licensed back-up; assigns and reviews staff work providing professional assistance as needed to meet all local, state and Federal requirements; implements quality improvement and cultural competency plans; assesses staff training needs and coordinates training needs with Director; orients new staff to the Adult Behavioral Health programs; participates in providing direct client assessments and treatment as a licensed provider; completes performance evaluations of subordinates; does related work as assigned by the Behavioral Health Director.

11/09

EMPLOYMENT STANDARDS

Education/Experience: Minimum of a Master's degree in psychology, social work, or related field which provides the educational basis for licensing to provide psychotherapy AND possession of a valid California license to practice psychotherapy AND at least two full-time years of progressively increasing supervisory experience in public behavioral health programs.

Knowledge of: Current clinical and management techniques and practices in public behavioral health; scope and activities of public and private health and welfare agencies and other community resources; principles and techniques of system of care; principles and practices of effective supervision and training; laws and regulations governing local behavioral health services; changes in public mental health practices in the last three to five years; best practices in addictions treatment.

Ability to: Provide effective leadership and supervision; act as a liaison between staff and administration; communicate effectively in written and oral forms; establish and maintain cooperative working relationships with multi-system partners and as part of the multi-disciplinary team; manage multiple tasks and respond appropriately to crisis situations; utilize supervision effectively and ensure communication up and down the supervision chain; adopt and assist in the implementation of the cultural changes in the provision of Behavioral Health Services.

Special requirements: Must be able to travel within Inyo County; must possess a valid California driver's license; must successfully complete pre-employment background investigation and physical examination, including drug screen.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening and oral examination.

APPLICATION: **This recruitment will remain open until position has been filled.** Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached".** Incomplete applications will not be processed.

THIS RECRUITMENT WILL ESTABLISH AN ELIGIBILITY LIST THAT MAY BE USED FOR ONE YEAR IN FILLING COUNTYWIDE VACANCIES THAT MAY OCCUR IN THIS JOB CLASSIFICATION AND SALARY RANGE.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0295 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County hires only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.

The County of Inyo has work sites located throughout Inyo County in the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Shoshone, and Tecopa). Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head.