



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

ANNOUNCES AN OPEN RECRUITMENT FOR:

**MENTAL HEALTH SERVICES ACT (MHSA) COORDINATOR I/II or**  
**LICENSED MENTAL HEALTH SERVICES ACT (MHSA) COORDINATOR**

**Application Deadline: OPEN UNTIL FILLED**

<b>DEPARTMENT:</b>	Health and Human Services					
<b>LOCATION:</b>	Countywide					
<b>SALARY:</b>	<b>MHSA Coordinator I -</b>	\$5264	\$5525	\$5808	\$6097	\$6400
	<b>MHSA Coordinator II -</b>	\$5518	\$5788	\$6082	\$6386	\$6705
	<b>Licensed MHSA Coordinator -</b>	\$6076	\$6373	\$6695	\$7030	\$7378

**\*\*BENEFITS:** CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; New CalPERS members hired after January 1, 2013 (2% at 62) will be required to pay employee portion of retirement. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 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 the general direction of the Behavioral Health Director, or her designee, will coordinate and provide program services and oversight for the MHSA Plan as part of the Behavioral Health Division of the Health and Human Services (HHS) Department.

**ESSENTIAL JOB DUTIES:** As part of the division leadership team, provides frontline program planning, oversight, clinical direction, training, and evaluation for the MHSA and the Mental Health Block Grant (MHBG) programs. Assists in the development of the MHSA and MHBG plans including a robust Stakeholder process and involvement. Provides Progress House administrative back-up commensurate with certification. Implements MHSA Community Services and Supports plans. This currently includes MHSA outreach, engagement and treatment services offered through the wellness center sites, Progress House, and out into the community and First Episode Psychosis program offerings. Provides case assignment for case management services and includes training, coaching, and field mentoring of staff. Provides clinical assessment and treatment planning to result in admissions as appropriate. Provides documentation training and oversight to meet Medi-Cal standards for unlicensed staff. Ensures privacy and scope of practice standards for assigned programs. Assists with the expansion of the strengths model principles in the HHS Department and community. Works in partnership and coordination both within the Behavioral Health division and HHS Department, as well as with other community agencies to address issues such as supported employment, homelessness, crisis, and criminal justice involvement. Participates in crisis response and intervention as part of the Behavioral Health on-call rotation. Functions as a part of the Behavioral Health Team and Health and Human Services Department to plan integrated culturally competent and effective programs; participates to ensure quality assurance and compliance with State and Federal Program regulations; provides other duties as assigned.

**EMPLOYMENT STANDARDS**

**MHSA Coordinator I:** Must possess a Master's degree or Doctorate in social work, counseling or related field AND must be eligible to be registered with the State of California as an intern to practice psychotherapy while pursuing one of the following licenses:

Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT), Licensed Practical Clinical Counselor (LPCC), or Psychologist;

AND at least five years experience working in a behavioral health setting with persons with severe mental illness. AND with the ability to achieve an Adult Residential Facility Administrator certification within eighteen months of employment. Supervisory experience preferred.

**MHSA Coordinator II:** The education and experience as listed under MHSA Coordinator I with the addition of at least one year of experience in a residential treatment facility resulting in the ability to achieve an Adult Residential Facility Administrator Certification within six months of employment.

**Licensed MHSA Coordinator:** Must possess a valid California license to practice psychotherapy\* AND at least five years of progressively responsible clinical experience working in a behavioral health setting with persons with severe mental illness. Supervisory experience preferred; AND the ability to achieve an Adult Residential Facility Administrator certification within eighteen months of employment.

\*Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT), Licensed Practical Clinical Counselor (LPCC), or Psychologist.

**Knowledge of:**

**MHSA Coordinator I:** Best practice 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; basic principles and practices of supervision, peer mentoring and strengths leadership.

**MHSA Coordinator II and Licensed MHSA Coordinator:** All of the above and best practices as related to Adult Residential Facilities and related regulations.

**Ability to:**

**MHSA Coordinator I:** 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.

**MHSA Coordinator II and Licensed MHSA Coordinator:** All above and the ability to provide administrative oversight in compliance with the laws and regulations for an Adult Residential Treatment facility.

**Special requirements:** Will be required to submit to yearly tuberculosis test. Must possess or obtain within six months of employment a valid First Aid and CPR certification and maintain during term of employment. Must possess a valid operator's license issued by the State Department of Motor Vehicles.

**Core Competencies:**

The core competencies listed below and the ability to immediately demonstrate these competencies consistent with the position's level in the department and the specific work assignment:

**Intensity:** Goes after the goal with passion; is results oriented, and gets the job done. *Key Concepts:* Risk-taker; results-oriented; and initiative driver.

**Ethical Behavior:** Does what is right regardless of temptations and pressures to do otherwise; upholds the public's trust; and conducts self-according to a set of principles. *Key Concepts:* Respect; trust; responsible; fair; and caring.

**Influence:** Affects successful outcomes for the organization through the use of masterful leadership, collaboration, and a keen understanding of the organization, its goals, and the interests of all parties. *Key Concepts:* Engaged; collaborative; strategic orientation; situational awareness; organizationally savvy; inspirational; energizing-empowering; team orientation; and change agent.

**Commitment:** Successfully builds relationships with and promotes involvement of diverse groups; considers the needs of diverse clients when developing policies and procedures related to service; works closely with diverse groups to identify and deliver services that meet their needs and the strategic objectives of the program; establishes customer service as the single purpose to which all resources are dedicated; focuses on delivering the best services possible to the public; focuses on customer needs; and is committed to public service. *Key Concepts:* Public servant; and customer service.

**Interpersonal Skills:** Possesses and uses versatile communication styles and approaches; understands the underlying psychology of why people act as they do and changes approach to affect positive outcomes; builds rapport throughout the organization; and develops human potential. *Key Concepts:* Staff development; communication; listening; delegation; recognition; and buy-in.

**Resiliency:** Is adaptable; takes direct action; leads by example; exhibits tenacity. This leader is ready, flexible, self-reliant, and has a reputation for finding opportunities in difficult situations. *Key Concepts:* Action-orientation; adaptability; flexibility; agility; tenacity; survivability; courage; confidence; and intuition.

**Craftsmanship:** Rejects the "good enough for government work" attitude; takes ownership of work done and results accomplished; takes pride in delivering quality services to customers; seeks out opportunities to develop new and creative solutions and programs; imagines possibilities; defines a vision, and works to bring vision into reality. *Key Concepts:* Innovative; imaginative; inventive; pride-in-work; accountability; self-development; and self-starter.

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

**APPLICATION:** **This recruitment will remain open until position has been filled.** Applications must be received at the Inyo County Personnel Department, P.O. Box 249, Independence, CA 93526. 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.

The County of Inyo has work sites located throughout the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Tecopa, and Shoshone). 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 and/or County Administration. **All positions are considered Countywide positions,** and employees are expected to report to all Inyo County work locations as needed to complete assigned work.

**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) 878-0377 prior to the examination process.

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