

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 SYSTEM OF CARE)

Application Deadline: OPEN UNTIL FILLED

DEPARTMENT: Health and Human Services, Behavioral Health Division
LOCATION: County-wide
SALARY: Range 84 \$6507 \$6829 \$7171 \$7526 \$7908**
The above monthly salary is paid over 26 pay periods annually.

****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 supervision 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 child, family, and/or adult programs.

ESSENTIAL JOB DUTIES: Duties will include but not be limited to: Provides direct and indirect administrative and clinical supervision and training to program staff including data collection and documentation within the electronic health record, ensuring Medi-Cal documentation and productivity standards are being met; assists Director in the development and implementation of the state plans as directed, including state reporting and compliance; attends State meetings as directed and keeps abreast of best practices for behavioral health; determines schedules of staff within programs including crisis management and on-call services; ensures effective implementation of 24-hour on-call coverage and licensed backup; 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 Behavioral Health programs; participates on a limited basis in providing direct client services; completes performance evaluations of subordinates; does related work as assigned by the Deputy Director – Behavioral Health.

ADULT SYSTEM OF CARE: Program Chief - Adult System of Care directs the day-to-day operation of adult outpatient programs, including Mental Health, Substance Use Disorders (SUD), and Drinker Driver Program services, and may also provide clinical supervision of persons conserved under the Lanterman Petris-Short Act.

1/2020

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 one year of experience providing clinical supervision and guidance. One year of full-time supervisory experience in public behavioral health programming desired but not required.

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.

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 multidisciplinary 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. Must have ability to sit for prolonged periods of time; produce written documentation by hand or computer; stand, walk, climb and descend stairs, twist, and lift and carry up to 25 pounds; use a telephone; and drive a motor vehicle. Consistent attendance is an essential function of the position.

Special requirements: Incumbents must possess and maintain a valid California license to practice psychotherapy (LCSW, MFT, or Ph.D.) during the term of employment and ***must provide proof of licensure at the time of application.*** Must be available for 24-hour on-call duty rotation. Must also successfully complete a pre-employment background investigation and possess a valid operator's license issued by the State Department of Motor Vehicles.

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

APPLICATION: **This recruitment will remain open until position is filled.** Applications **must be received** in the Personnel Office, P.O. Box 249 (physical address is 224 North Edwards Street), Independence, CA 93526. Must apply on Inyo County application form and **include proof of a valid California license to practice psychotherapy (LCSW, MFT, or Ph.D.).** 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. Incomplete applications will not be processed. **It is not acceptable to complete the application with statements like, "See/Refer to Resume", or "See Attached".**

THIS RECRUITMENT WILL ESTABLISH AN ELIGIBILITY LIST THAT MAY BE USED FOR ONE YEAR IN FILLING 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) 878-0377 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.

The County of Inyo has work sites located throughout Inyo County in the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancha) and the Death Valley area (Death Valley, Shoshone, and Tecopa). **All County positions are considered Countwide.** 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.