



County of Mono Job Announcement



Accepting Applications	Position	Salary
Open until filled First review: 11/09/2020	Behavioral Health Services Coordinator I	62: \$24.52-\$29.80/hour \$51,003-\$61994/year

Mono County Behavioral Health invites applications for the position of Behavioral Health Services Coordinator I. For this position, bilingual English-Spanish speakers are preferred. This position will include a focus on LPS conservatorship and substance use disorders; a substance use disorder certification is desired.

Mono County is located on the eastern slope of the Sierra Nevada Mountains. The County is a remote, rural county with an economy built largely upon tourism and recreation. Mono County's communities offer an excellent family environment and great recreation opportunities for the outdoor enthusiast.

Examples of Duties (Partial list):

- Provide care coordination services to individuals and families using such best practices as the Strengths Model and Harm Reduction models. This includes care coordination for individuals conserved under the LPS Act.
- Intake of new clients for initial assessment; assesses client needs for services in cooperation with treatment team, including for the treatment of substance use disorders.
- Coordinates and consults with other public and private mental health care providers and community organizations regarding program priorities, procedures and services.
- Develops and participates in developing policies, procedures and protocols; ensures program staff's awareness and compliance.
- Serves as a central resource for department staff, other County departments, other public and private agencies, and the public regarding specific program assignment.
- Conducts research and prepares correspondence, reports and other documentation as necessary and upon request.
- Assists in the development and implementation of department goals and objectives; establishes schedules and methods for assigned administrative functions.

Desired Qualifications

Knowledge of (Partial List):

- Behavioral Health programs, funding streams, and clinical service approaches
- Principles and practices of public behavioral health systems, and principles of organization, leadership, management and staffing.
- Principles of community outreach and engagement for the development of successful programming.
- Principles of marketing, branding, and outreach campaigns.
- Pertinent local, state and federal laws, guidelines and regulations.

- Available community resources and methods of linkage
- Maintenance of files and information retrieval systems.
- Basic office practices, procedures and equipment.

Ability & Willingness to (Partial List):

- Build and promote a behavioral health system that is culturally competent, strengths-based, recovery-oriented, and consumer driven.
- Assess clients' needs and collaborate with other service providers and agencies to help clients meet their treatment goals.
- Plan, organize, administer programs and activities funded through various funding streams.
- Analyze complex and sensitive administrative, budgetary, operational and organizational issues related to programs and activities, evaluate alternatives reaching sound conclusions.
- Maintain accurate records and files, including timely input of required data and notes.
- Develop, organize, coordinate and implement multiple projects and responsibilities, meeting established time requirements.
- Exercise sound independent judgment within established guidelines.
- Represent the County in a positive and effective manner with internal and external contacts.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Understand and implement all requirements related to HIPAA and 42 CFR.

Experience & Training:

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be:

Two years of experience in the mental health and/or substance use fields, or experience in prevention programming, community outreach, and program implementation and coordination. College level courses in the health and human services fields, public administration, or other related fields are highly desirable.

Spanish-English bilingual is preferred. Substance Use Disorder certification is desired.

**To Apply: visit [MonoCounty.ca.gov/Jobs](https://www.monocounty.ca.gov/jobs)
for all application materials and full job description**

<p>Mono County Administrative Office/Human Resources PO Box 696 Bridgeport, CA 93517 Phone: (760) 932-5412 Fax: (760) 932-5411 Email: hr@monocounty.ca.gov Mono County is an Equal Opportunity Employer</p>
