

Office of Diversity & Equity-Community Program Specialist I

Under general supervision of the BHRS Office of Diversity and Equity (ODE) and reporting to the Workforce Education and Training (WET) Coordinator, performs a variety of technical tasks and community development work to help with service delivery programs; makes programmatic decisions, establishes basic programmatic policies; and, coordinates functions with other program areas. Also, performs work as required for capacity building activities related to the planning, implementation and coordination of Behavioral Health Recovery Services (BHRS) ODE's programs culturally-relevant trainings for consumers, family members, providers and those working and living in the community including training for and by consumers and family members, training to support wellness and recovery, cultural competence training, evidence-based practices training for system transformation, recruitment and retention for hard to fill positions and ensuring diverse staff, and supporting prevention and early intervention programs, and intern stipends

DISTINGUISHING CHARACTERISTICS

The Office of Diversity and Equity Community Program Specialist I is the entry and first working level class in the Community Program Specialist series with employees performing work related to program planning, coordination and evaluation, contract monitoring, research and reporting. Work may be limited to one specialized area or it may encompass several areas. Duties of the position include but may not be limited to:

Office of Diversity and Equity Programs:

General:

- Support in reviewing and monitoring of Culturally and Linguistically Appropriate Services (CLAS) language and requirements in contracts
- Coordination with ODE team programs and initiatives to pool existing resources and provide assistance in the community
- Support program planning, implementation and evaluation activities related to ODE activities initiatives such as Stigma-Free San Mateo County, Suicide Prevention and Student Mental Health initiatives including Mental Health First Aid
- Participate in a Health Equity Initiative (HEI) and other appropriate committees
- Participation in ongoing improvement of programs/delivery of services and identification of needs/gaps
- Prepare and develop reports, informational publications including infographics, flyers, etc., program documentation, policies, procedures and other written materials as needed.
- Perform related duties as assigned.

Cultural Stipend Internship Program (CSIP):

- Coordination of the BHRS Cultural Stipend Program including conducting outreach to graduate schools to identify a diverse pool of trainees, review of application and selection of stipend awardees; coordination of ongoing training to increase the cultural competence and humility of stipend awardees.

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- Assist in the development, planning and implementation of methodology for CSIP awardees and their projects including monitoring of program requirements, contracts, and documentation.
- Implement research/evaluation survey instruments that serve to identify the training and placement needs of the CSIP awardees
- Coordinate and provide technical assistance with the ODE team including the Senior Community Health Planner and Site supervisors regarding roles and responsibilities of CSIP Interns in Health Equity Initiatives and internship sites
- Prepare reports, informational publications, program documentation, policies, procedures and other written materials as needed.
- Organize, coordinate and hold meetings including agenda building and recording minutes/notes

BHRS Clinical Internship Program

- Coordination of the BHRS Clinical Internship Program including conducting outreach to graduate schools to identify a diverse pool of trainees, coordination of intern orientation and ongoing training to increase the cultural competence and humility.
- Maintaining updating recruitment information and databases (BAPIC, etc.)
- Participating in internship fairs, etc. and coordinating with BHRS staff including clinical supervisors
- Assist WET Coordinator in the update of the BHRS Clinical Internship application and evidence-based clinical supervision process

Lived Experience Program

- Plan, develop, and maintain the components of the Lived Experience Program
- Evaluation of the aspects of the Lived Experience program including Lived Experience Academy (LEA), Advocacy Academy (AA), and Event Support (ES).
- Liaise with Health Ambassador Program to support LEA program participants/graduates
- Coordinate with WET Coordinator to develop and implement trainings for LEA
- Implementation of the Mentorship Program to support LEA graduates
- Organize, coordinate, and hold meetings including agenda building and recording minutes/notes

Learning Management System (LMS)

- Provide back up support with current LMS Super User including adding trainings to LMS, collecting data from LMS and attending committee or user meetings when necessary