



San Mateo County Behavioral Health and Recovery Services
Office of Diversity & Equity Community Program Specialist – Extra Help

The San Mateo County Behavioral Health and Recovery Services (BHRS), Office of Diversity and Equity (ODE) is looking for a Community Program Specialist I – Extra Help. The position will support ODE Communication strategy including informational publications (blogs, info sheets), program documentation and reports, policies, procedures and other written materials as needed.

If you have a passion for health equity and diversity issues in behavioral health and/or an interest in the communication, infrastructure and framing of these issues, see below for details on the position and instructions to apply. The CPS- I will be an extra help position and will be working twenty-four (24) hours a week until June 30, 2018. Duties may include, but are not limited to, the following:

1. Support qualitative analysis, reporting and other activities related to Multi-Cultural Organization Development efforts.
2. Develop a series of blogs and articles (for the BHRS Blog, BHRS Intranet and Wellness Matters e-newsletter) related to cultural humility, self-care and other related resources for staff and agency providers.
3. Create infographics, diagrams, distribution charts, graphs and other visually appealing images to share ODE information and data.
4. Prepare reports, informational publications (flyers, info sheets, etc.), program documentation, policies, procedures and other written materials as needed.
5. Facilitate community and other group dialogues as needed to inform and guide the communication efforts of ODE.
6. Support and provide technical assistance to other ODE- related projects as needed.
7. Participate and represent ODE in meetings and other tasks as assigned.

Skill/Ability to:

- Communicate effectively, both orally and in writing.
- Make public presentations and prepare articles for publication.
- Plan, coordinate and implement administrative and programmatic research and analysis.
- Compile, analyze and interpret data; draw sound conclusions and prepare and present effective reports regarding findings and recommendations.
- Computer applications related to the work (Microsoft Office, Adobe In-Design, basic webpage CMS, etc.)
- Office administrative practices and procedures, including records management and the operation of standard office equipment.

Qualifications:

- BA or higher in health communications, community health, health education, public health, or other related field required.
- At least one year of experience in behavioral health communications or community health education preferred.
- Availability to work flexible hours, including possible weekends and evening hours.
- Possession of a valid California driver license required.

If you are interested in applying for this position, please submit a cover letter noting your interest in health equity and diversity and how you are prepared to provide behavioral health communications support along with your resume via email to Jei Africa at jafrica@smcgov.org. For questions, please call (650) 573-2714.

Job Type: Extra Help

Required experience: 1 year preferred in mental health and/or substance abuse communication and/or health communications

Required education: Bachelor's