



**Office of Diversity & Equity Mental Health Program Specialist-
Limited Term (Open)**

\$38.04 - \$47.54 /Hour

FINAL DATE FOR FILING: CONTINUOUS

THE POSITION

San Mateo County Health System seeks an **Office of Diversity and Equity Mental Health Program Specialist – Limited Term**. This position is in the Behavioral Health and Recovery Services (BHRS) Division and reports to the Director of Office of Diversity and Equity (ODE). The position will oversee and supervise specialized programs in BHRS such as the Mental Health First Aid/Youth Mental Health First Aid, Parent Project and Health Ambassador Program. The selected candidate should have knowledge and experience with efforts particularly related to community program planning and implementation, developing evaluation and performance outcomes as well as community outreach and engagement.

Primary responsibilities will include, but are not limited to, the following:

- Oversee and supervise staff working on Mental Health First Aid/Youth Mental Health First Aid, Parent Project and the Health Ambassador Program.
- Provide clinical consultation and support to ODE programs participants and various entities.
- Work with other ODE staff to strengthen the Lived Experience Academy and other efforts to support peer and family partners.
- Manage and monitor ODE contracts related to all program areas in this position will oversee.
- Conduct presentations at various community events, forums, workshops, and meetings about MHFA/YMHFA, PP and HAP and other ODE programs.
- Implement evaluation plans, including data collection, documentation and reporting for MHFA/YMHFA, PP and HAP and other ODE programs.
- Analyze relevant data and utilize results to inform or develop initiatives related to the programs this position will supervise.
- Write clear, concise, and effective reports, presentations, memos, correspondence and news releases.
- Research and prepare grant proposals for specific behavioral health projects.
- Participate and represent ODE in Health Equity Initiative(s) and other assigned BHRS meetings.
- Support and provide technical assistance to other ODE-related projects as needed.
- Outreach and promote as well as other ODE programs.
- Other tasks and duties as assigned.

The **ideal candidate** will possess:

- Three years of experience as a mental health professional.
- Appropriate experience and knowledge of community health planning and health policy including planning, evaluating, monitoring and coordinating community programs.
- Experience conducting community program outreach and health promotion activities including in-person and via digital communication means as well as social media.
- Strong organizational skills with ability to plan, track and manage schedules and coordinate effort with participants and staff.
- Strong supervisory skills and ability to plan, assign, direct and review the work of others.
- Ability to collaborate with stakeholders and community partners for successful implementation and promotion of programs and projects.

- Excellent written and verbal communication and presentation skills.
- Demonstrated ability to work both independently and collaboratively.
- Expert in Microsoft Office especially Publisher and PowerPoint
- Experience working with ethnically and culturally diverse communities.
- **Bilingual English/Spanish is preferred but not required**

NOTE: This is a limited term, at-will position. Limited Term Employees are assigned to assignments not to exceed three years. They receive medical and dental benefits, similar to regular employees, and a defined contribution retirement plan.

QUALIFICATIONS

Licensure/Certification: Current license issued by the State of California as one of the following: 1) Clinical Social Worker; 2) Marriage and Family Therapist; or 3) Clinical Psychologist.

APPLICATION/EXAMINATION

If you are interested in being considered for this limited term position the following **must be submitted via e-mail**:

- **Responses to supplemental questions**
- **Copy of "required" California license as a 1) Clinical Social Worker; 2) Marriage and Family Therapist; or 3) Clinical Psychologist**
- **Resume**

Please include the **words "ODE Mental Health Program Specialist - Limited Term Position" in the subject line** of email submission. **All submitted materials must be in a Word or PDF format.**

Please submit the above listed materials via email to:

Jeï Africa, Director of Office of Diversity and Equity
jafrica@smcgov.org

Submit responses to these Supplemental Questions:

1. Provide the following information regarding the **"required"** State of California issued license as a Clinical Social Worker, Marriage and Family Therapist or Clinical Psychologist. 1) ISSUE date; 2) EXPIRATION date; and 3) license NUMBER.
2. Describe your overall experience for this position and your knowledge of diverse community programs such as those under the Office of Diversity and Equity (ODE).
3. Describe your experience providing support, including clinical, to staff with different educational and professional background.
4. Describe your experience coordinating multiple programs. Include how you monitored the program and engaged participants to complete the program successfully.

Application materials will be reviewed as they are received and well-qualified candidates will be contacted for an interview.

Apply immediately. Application materials will be accepted until position is filled. This posting is open on a continuous basis and selection may be made at any time within the process.

NOTE: Application materials are only accepted via e-mail. Materials sent via regular mail and/or fax will not be accepted. Submittals that do not include all required elements (responses to supplemental questions, writing sample, graphic design sample(s) and a resume) will not be considered.

The County of San Mateo does not require job applicants to disclose conviction history information until after the applicant successfully completes all examination phases for the recruitment. All passing applicants will receive instructions by email only from Human

Resources staff to complete and submit a conviction history questionnaire online within a specified deadline of two business days. **Failure to do so within the timeframe will disqualify you from the rest of the process.** Please visit this link at <http://hr.smcgov.org/conviction-information-applicants-fags> to find out more information about the conviction history questionnaire so that you can prepare accordingly.

Note: Positions in criminal justice agencies currently required by law to pass background checks are exempted from this bill, and applicants may be required to submit conviction information at the time of application.

San Mateo County is an Equal Opportunity Employer

Job Number: G081-40

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