



**Community Program Specialist II –
Workforce Education and Training Support
Extra Help (Open)**

\$36.53 - \$45.68 / Hour

FINAL DATE FOR FILING: CONTINUOUS

THE POSITION

San Mateo County Health is seeking an **Extra Help Community Program Specialist II – Workforce Education and Training (WET) Support**. This position is in the Behavioral Health and Recovery Services (BHRS) Division and reports to the Office of Diversity and Equity (ODE). The position will support the implementation of the WET Three-Year Plan, which includes BHRS ODE priorities related to workforce development, education, training, recruitment, and retention activities.

Under general supervision, perform a variety of technical tasks and workforce development work related to the planning, implementation and coordination of workforce education and training activities; make programmatic decisions, establish basic programmatic policies and coordinate functions with other program areas; and do related work as required.

Community Program Specialist II is the fully experienced, journey level class in this series capable of independently performing the full range of duties in one or several specialized programs. Employees are normally given substantial latitude in determining approach, procedures, systems and methods in accomplishing the work goals. They make basic programmatic decisions that require the exercise of independent judgment and are responsible for coordinating functions or processes. This level is distinguished from Senior Community Program Specialist classification in that the latter assigns, directs and reviews the work of a small program staff or performs the most difficult, technical, complex program oversight responsibilities.

NOTE: This is an extra-help, at-will assignment, paid on an hourly basis. Some extra help positions are eligible for benefits under the Affordable Care Act. Extra help employees are not guaranteed permanent status at the end of the assignment.

Examples of Duties:

Applicants should have a passion for programs that advance diversity, inclusion and equity in behavioral health outcomes of marginalized communities. Duties may include, but are not limited to, the following:

- Support educational training programming, including core competency curriculum track
- Support the planning, scheduling, and implantation of the WET training plan
- Support the implementation of Learning Management Systems (LMS)
- Plan, organize and coordinate the Continuing Education (CE) program and credentials
- Liaise with internal BHRS pool of content providers/trainers
- Coordinate the processing and completion of CE all documentation for all WET trainings including creation of marketing materials, delivery of certificates of completion and continuing education units, evaluation follow-up.
- Collect and analyze data for the WET Training Plan

- Support post-training evaluation summaries, reporting and documentation
- Provide technical assistance and troubleshooting support to BHRS programs/clinics, Health Equity Initiatives, Office of Consumer & Family Affairs/Lived Experience Education Workgroup (LEEW) and contract providers to meet WET Training Plan goals
- Support the Workforce Development Education Committee (WDEC)
- Administer both the Cornerstone and Relias Learning Management systems
- Participate and represent ODE in community and internal meetings.
- Support other ODE-related projects and other tasks as assigned.

Qualifications:

Knowledge of:

- Principles and practices of workforce development programs.
- Specialized technical knowledge related to workforce development programs.
- Social, political and economic trends related to public behavioral health care services.
- Current social and community needs related to behavioral health care services.
- Monitoring and evaluating systems.
- Methods applied to the collection and evaluation of statistical data.
- Applicable federal, state and local laws, rules and regulations and County and program policies and guidelines.
- Computer applications related to the work.
- Office administrative practices and procedures, including records management and the operation of standard office equipment.

Skill/Ability to:

- Make independent judgments and work independently
- Prepare concise training summary reports and recommendations.
- Communicate effectively in writing and orally.
- Coordinate multiple facets of a program function.
- Interpret rules, regulations and guidelines at all government levels.
- Compile, analyze and interpret data using statistical and research techniques.
- Establish and maintain cooperative working relationships with members of other departments and diverse community groups.
- Plan, organize, promote and coordinate diverse community program activities.

Ideal Candidate:

Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying.

- At least one year of experience in the field mental health and/or substance use preferred.
- Ability to understand and work effectively with marginalized San Mateo County communities.
- On occasion, available to work flexible hours, including weekends and evening hours.
- Travel/drive to various locations to attend meetings, support work, etc.

Those with lived experience as a person in recovery from mental health and/or substance use conditions or as a family member of someone who has behavioral health conditions and/or with experience as a member of Black, Indigenous, People of Color (BIPOC) and/or marginalized communities are strongly encouraged to apply.

If you are interested in the position, please submit a cover letter and resume to ode@smcgov.org

For additional information about ODE, please visit www.smhealth.org/ODE and www.smchealth.org/behavioral-health-staff-training-workforce-development