



Program Coordinator II –

Workforce, Education and Training Internships

Extra Help (Open)

\$42.90 - \$53.60 / Hour

FINAL DATE FOR FILING: CONTINUOUS

THE POSITION

San Mateo County Health is seeking an **Extra Help Program Coordinator II – Workforce Education and Training (WET) Internships**. 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 ODE's implementation of the WET Internships programs including the ODE Internship, Clinical Internship for psychology, masters-level, alcohol and drug certificate program students, and psychiatric residents, and the Cultural Stipends Internship available for clinical interns work on a Health Equity Initiative (HEI) project/program of interest.

Under general supervision, provide administrative and technical support over a specific departmental program, commission or advisory council; coordinate activities and events of the assigned program with other County departments, community-based organizations and/or committees; provide highly responsible administrative staff assistance to assigned management staff, board or commission; and perform related work as required.

Program Coordinator II is the fully experienced level class in the series, capable of independently performing a wider range of duties and responsibilities. Incumbents at this level support larger programs that have a wider scope. 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. Incumbents at this level may have responsibility for contract monitoring and technical functions.

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. Duties may include, but are not limited to, the following:

- Provides leadership and advocacy on behalf of the community, clients and families of clients.
- Serve as liaison between BHRS staff, organizations, universities and other entities.
- Coordinate and implement the BHRS Office of Diversity and Equity Internship and the BHRS Clinical Internship Program, including the Cultural Stipend component.
- Identify needs and priorities related to recruiting a diverse pool of interns.
- Support BHRS Clinical Internship sites' staff in the recruitment of diverse pool of interns by attending fairs, coordinating w/ HR/Payroll, etc.
- Maintain internship recruitment databases and information.
- Collect and analyze data related to the Internship Program from the perspective of students, supervisors and collaborating staff, HEI co-chairs and community organizations.
- Manage the scheduling and support implementation needs of the internship orientation, supervision meetings, didactic training, speaker series, project review process.

- Lead the planning of the intern orientation and onboarding activities including the BHRS Internship Core Competencies/Curriculum planning.
- Coordinate between the Cultural Stipend recipients and HEI co-chairs to support the implementation of the selected equity project.
- Attend regional Internship meeting and collaboratives.
- Prepare reports, informational publications, program documentation, policies, procedures, and other written materials as needed.
- 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 behavioral health internship programs.
- Technical procedures and requirements of behavioral health internship programs.
- Applicable federal, state and local laws, rules and regulations and County programs.
- Principles, practices and techniques of programmatic research and analysis.
- Computer applications related to the work.
- Office administrative practices and procedures, including records management and the operation of standard office equipment.

Skill/Ability to:

- Plan, coordinate and implement administrative and programmatic research and analysis.
- Provide technical and programmatic assistance to staff and subcontractors.
- Establish and maintain effective working relationships with grantors, subcontractors, County staff, elected and appointed officials, the public and others.
- Communicate effectively, both orally and in writing.
- Compile, analyze and interpret data using research techniques; draw sound conclusions and prepare and present effective reports regarding findings and recommendations.
- Exercise sound independent judgment within general policy and regulatory guidelines.
- Prepare clear and accurate reports, correspondence, procedures and written materials.
- Organize and prioritize work and meet critical deadlines.
- Maintain accurate records and files.
- Listen sensitively and accurately, exercise tact, patience and diplomacy.
- Develop, coordinate, and implement plans, programs and events.
- Make public presentations and prepare articles for publication such as blog articles.

Ideal Candidate

BA or higher in social work, public health, psychology or other related human services field required or 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