



**San Mateo County Behavioral Health and Recovery Services (BHRS),  
Office of Diversity and Equity (ODE)**



**Behavioral Health Workforce, Education, and Training (WET) Support Position**

The Office of Diversity and Equity (ODE) is looking for an Office Support Specialist to support our Workforce, Education, and Training (WET) program within BHRS. This position will help with training and other capacity building activities focused on addressing behavioral health inequities in San Mateo County. ODE activities include planning and implementation of culturally-relevant trainings for consumers, family members, providers, and those working and living in the community; training for and by consumers and family members; training to support wellness and recovery; cultural humility and cultural competence training; evidence-based practices training for system transformation; and supporting prevention and early intervention programs. This position is forty (40) hours a week.

**The Office Support Specialist's primary responsibilities will include:**

- Complete and process applications for continuing education units for all BHRS trainings.
- Implement the training evaluation process for all BHRS trainings.
- Promote training events by regularly posting on our website, blog, and training calendar.
- Provide training logistics support including set up, sign-in, and clean up of training events.
- Provide administrative support to multiple committees related to workforce, education, and training.
- Support program planning, implementation and evaluation activities related to Stigma-Free San Mateo County, Suicide Prevention and Student Mental Health initiatives.
- Participate in a Health Equity Initiative and other appropriate committees.
- Participate in ongoing improvement of programs/delivery of services and identifying needs/gaps.
- Perform other relevant tasks and duties as assigned during the duration of the contract.
- Learning Management System Support/Back Up

**Qualifications:**

- At least one year of direct work experience in mental health and/or substance abuse preferred
- Strong written and verbal skills including Microsoft Office products, Outlook
- Ability to be highly detail oriented and organized
- Ability to understand and work effectively with diverse populations
- Availability to work flexible hours, including weekends and evening hours (on occasion)
- Possession of a valid California driver license and regular access to reliable vehicle required
- BA or other advanced degree preferred

\*\* 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 mental health and/or substance use conditions are strongly encouraged to apply.

If you are interested in this position please submit a cover letter and resume to [ode@smcgov.org](mailto:ode@smcgov.org) or Dr. Erica Britton  
Email: [ebritton@smcgov.org](mailto:ebritton@smcgov.org)

For additional information about ODE, please visit [www.smhealth.org/ODE](http://www.smhealth.org/ODE) or call (650) 573-2565.