

## **MENTAL HEALTH SERVICES ACT COORDINATOR**

### **DEFINITION**

Under general direction, plans, develops, and coordinates education and training services as outlined in the Mental Health Services Act (MHSA) and is responsible for the implementation and compliance of all related programs. Performs mental health clinical services and related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is a single level classification that is to provide mental health clinical and administrative services; and to coordinate the programs funded under California's Mental Health Services Act (MHSA), also known as Proposition 63. MHSA represents a comprehensive approach to the development of community based mental health services in which the Act addresses a broad continuum of community services and supports, prevention and early intervention, and technology and innovation, as well as workforce education and training that will effectively support all components of MHSA.

### **REPORTS TO**

Mental Health Director or Mental Health Deputy Director

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Providing programmatic supervision of professional and support staff of Mental Health

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### **EXAMPLES OF DUTIES**

#### **A. MHSA Administrative example of duties**

- Work with administration, supervisors, staff and consumers to develop and implement of MHSA program.
- Ensures that all services and programs are in compliance with guidelines set forth by the MHSA.
- Educate and train all new and current staff regarding the Wellness and Recovery Model.
- Leads activities that assist with the successful change in role from consumer to provider of services for adult and children systems of care.
- Conduct MHSA stakeholder meetings and public hearings and prepare documentation, as needed.
- Supervise other MHSA staff.
- Attend appropriate training and workshops to maintain current knowledge and understanding of the expectation, and requirements for MHSA programs
- Prepare MHSA reports as required.
- Assist in the coordination of community resources.
- Assist with development and maintenance of performance outcome measures.
- Attend all regularly scheduled Mental Health and MHSA staff meetings.
- Address cultural competency issues by attending and providing trainings and perform surveys as requested.
- Work with Quality Assurance Coordinator and other Mental Health staff to integrate MHSA services.
- Participate in annual MHSA program budget development.
- Participate in State MHSA Medi-Cal Compliance audit.
- Coordinate State site review of MHSA programs.
- Maintain professional conduct outlined in personnel policies and procedures.
- May teach new staff charting and data requirements for record keeping and billing.

#### **B. MHSA Clinical Services:**

Either directly provide or insure delegation of clinical duties, including but not limited to the following:

- Develop and provide MHSA clinical services.
- Conducts training surveys to assess feedback regarding immediate and long range needs that promote recovery and wellness, cultural competency, and consumer family partnership and participation.
- Leads activities that assist with the successful change in role from consumer to provider of services for adult and children systems of care.
- Triage individual cases to determine if appropriate for Mental Health services.
- Perform clinical evaluations.
- Develop assessment, service plan and disposition of cases.

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### **B. MHSA Clinical Services - continued:**

- Perform as coordinator for cases assigned:
  1. Develop coordination plan that addresses needs in cases assigned.
  2. Liaison with other providers to assure that consumer is provided with services needed.
  3. Monitor the progress of cases assigned.
- Attend and participate in in-service training.
- Document all services provided to clients as required by regulations.
- Other duties as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office environment with continuous contact with staff and public. Incumbent will be expected to attend off-site meetings and trainings; and may need to travel to satellite offices.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Federal, State, and local laws, rules, regulations, ordinances, and procedures relating to mental health programs and services.
- Standards, policies, procedures, rules, and regulations pertaining to the Mental Health Services Act.
- Principles and practices of public program development, contract development, and administration.
- Principles and practices of training, evaluating, and supervising subordinates.
- Principles of wellness and recovery and cultural competency in accordance with MHSA.
- Principles and practices of effective public speaking.
- Best practices in community outreach and public relations.

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### **Ability to:**

- Develop, implement, and coordinate community outreach programs.
- Communicate effectively with the public and exercise interpersonal sensitivity with those of diverse backgrounds.
- Coordinates the efforts of multiple organizations and oversee various community programs.
- Develop and implement policies and procedures. Research, develop, and present a variety of narrative and/or statistical reports.
- Establish and maintain cooperative interpersonal relationships at all organizational levels, with public, and with other agencies.
- Maintain a high degree of initiative, maturity, integrity, accountability, creativity and good judgment. Maintain strong working relationships with multiple departments and agencies in the County and community.
- Read and understand complex laws and regulations.
- Write project proposals and develop programs.
- Negotiate contracts.
- Develop, prepare and present comprehensive reports and recommendations.
- Apply statistical methods to management analysis.

### **Training and Experience:**

Equivalent to a Bachelor's degree from an accredited college or university in public administration, business administration, economics or related field. With three (3) years of full-time, paid experience involving the development, implementation, and/or coordination of mental health, health, or human service programs.

Or

A Bachelor's degree from an accredited college or university with major course work in Psychology, Sociology or a related social science field; or completion of core college course work in psychology, sociology, or a related social science field. With three (3) years of full-time, paid experience involving the development, implementation, and/or coordination of mental health, health, or human service programs.

Or

Possession of a master's degree in Social Work, Psychology, Counseling, Psychiatric Nursing or appropriate related field from an accredited institution. With possession of a license as a LCSW or MFCC issued by the California State Board of Behavioral Science Examiners or Clinical Psychologist by the Board of Medical Examiners. AND Three (3) years of full-time, paid experience involving the development, implementation, and/or coordination of mental health, health, or human service programs.

Or

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### **Training and Experience - continued:**

Applicable full-time paid Mental Health Services Coordinator experience involving the development, implementation and/or coordination of mental health, health, or human service programs can be substituted for the college degree.

### **Special Requirements:**

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.