

**DATE:** July12, 2022

**TO:** All Permanent or Probationary Health Department **Mental Health Program Specialists**

**FROM:** Cheryl Heisler, Supervising Mental Health Clinician, Behavioral Health and Recovery Services

**SUBJECT: Internal Transfer (Reassignment) Opportunity**

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We would like to offer an internal transfer opportunity to any permanent or probationary **Mental Health Program Specialists** for the following position. Please note that a review of the Civil Service/Departmental personnel file and references may be used to make a final decision:

**LOCATION/SHIFT**

One **FULL TIME, Mental Health Program Specialist – Adult Services** position

**Working hours:** Full-time / Monday – Friday, 40 hours per week

**Location:** 802 Brewster Ave, Redwood City, Ca

**Required Licensure/Certification:**

California license as one of the following: 1) Clinical Social Worker; 2) Marriage and Family Therapist; and 3) Clinical Psychologist.

**Description:**

San Mateo County Health is seeking a qualified individual for the position of **Mental Health Program Specialist - Adult Services** in Behavioral Health and Recovery Services (BHRS).

The position is in the **South County Mental Health Clinic** located in Redwood City and may travel throughout the County to perform duties of the job.

The clinic serves a severely mentally ill (SMI) population of adults. Services include individual/group treatment, medication support and case management. The chosen candidate will supervise a small staff of professionals; partner and build relationships with community groups; promote mental health awareness; and assist with program service delivery that is tailored to the diverse community served.

**Other duties include but are not limited to:**

- Supervising staff which may include any of the following: clinicians, community workers and/or trainees.

- Providing leadership in conducting Quality Assurance support to clinicians adhering to documentation guidelines.
- Coordinate client's entry to Adult System of Care from referral initiation, outreach and engagement, in collaboration with the Call Center, Same Day Assistance, and Community Service Area partners.
- Coordinate and schedule initial appointments for clients entering care.
- Provide clinical case management to seriously mentally ill adults in a multi-disciplinary setting.
- Provide clinical case consultation and complex case reviews.
- Assist Supervising Mental Health Clinician (Unit Chief) in developing and implementing clinic procedures, program development, quality improvement and quality management protocols.
- Networking/collaborating with community-based organizations and other partners.
- Maintain clinic link to BHRS/Health System by attending and participating in team, staff and adult leadership meetings.
- Perform administrative tasks in the absence of the Supervising Mental Health Clinician.

The **ideal candidate** will possess the following skills and qualifications:

- Experience working with culturally and ethnically diverse populations.
- Proficiency in providing trauma informed services for both mental health and substance use/abuse treatment services in a clinical setting.
- Knowledge of Recovery Model, Evidenced Based Practices, and current best practices in the fields of addiction treatment and mental health and co-occurring mental illness and substance use.
- Ability to communicate well in groups or community settings and successfully build relationships with partners.
- Flexibility in job assignments and able to work among line clinical, administrative staff, consultants and management.
- Strong organizational skills with an ability to work within multiple systems promoting change, while managing many levels of detail in implementation.
- Knowledge of computer applications that inform program performance and program management.
- Competence in supervising multi-disciplinary and multi-cultural staff and assisting with an internship training program.
- Ability to provide leadership to negotiate and solve complex problems, and resolve conflict.
- Fluency in another language is a plus, but not required.

**Please note** that a review of the Civil Service/Departmental personnel file and references (of which one is a current supervisor) may be used to make a final decision.

If you are interested in this opportunity, e-mail your resume to Cheryl Heisler, Supervising Mental Health Clinician, Behavioral Health and Recovery Services, at [cheisler@smcgov.org](mailto:cheisler@smcgov.org), **no later than 5:00 PM on July 21, 2022.**

If you are not currently a Mental Health Program Specialist, in the San Mateo County Health Department and/or you are interested in promotional opportunities, please visit <https://jobs.smcgov.org/> for a list of current job opportunities.