



EMPLOYMENT OPPORTUNITY

Tri-City Mental Health Services invites your application for the position of:

MHSA PROGRAM COORDINATOR (Full-Time)

ANNUAL SALARY: \$61,932.83 - \$99,091.88 (DOQ)

APPLY BY: OPEN UNTIL FILLED

THE POSITION

Tri-City is looking for **one (1)** MHSA Program Coordinator whom will provide project coordination of one or more functional, non-clinical Mental Health Services Act (MHSA) programs located at **the Wellness Center**. The MHSA Program Coordinator will appeal to individuals who are inspired by challenges and opportunities presented in working with an engaged and active community. The MHSA Program Coordinator will report to the Program Supervisor.

This position is responsible for a variety of ongoing responsibilities including, but not limited to:

- Oversee site development of MHSA proposals to the State and MHSA Oversight and Accountability Commission
- Prepare related required quarterly reports, annual updates and other analyses and evaluations;
- Develop Wellness Center programming that is responsive, relevant and focused on promoting recovery and wellbeing for the family and persons dealing with the impact of mental illness;
- Collaborate with persons with lived experience, Tri-City communities, agencies, schools, Stakeholders and local advocacy organizations;
- Maintain up-to-date knowledge of MHSA regulations, policies and procedures that govern program operations; disseminate knowledge to staff and ensure compliance on a continuous basis.
- Maintain records and documentation of assigned MHSA program activities and events, etc.
- Other duties as assigned.

AN EQUAL OPPORTUNITY EMPLOYER

Tri-City does not discriminate on the basis of race, religion, color, national origin, ancestry, disability, marital status, age, sex, sexual orientation, gender or gender identity. Tri-City maintains and enforces a zero-tolerance policy relating to substance abuse and maintains a smoke-free workplace.

www.tricitymhs.org/careers

TRI-CITY BENEFIT OVERVIEW:

SALARY: Merit increases available annually based on performance, budget availability and supervisor approval.

VACATION: 80 hours per year, increasing with years of service. Cash out option available.

HOLIDAYS: 10 paid holidays per calendar year plus additional 16 hours of floating holidays.

SICK LEAVE: 88 hours per year with no cap.

RETIREMENT: Tri-City participates in the California Public Employees Retirement System (CalPERS) with a retirement formula of 2% @ 55 for Classic members & 2% @ 62 for PEPPA members; employee contributes 7% & 6.25%, respectively; no Social Security.

HEALTH INSURANCE: Medical (Kaiser HMO), dental (MetLife PPO) & vision (EyeMed) of which Tri-City pays 80% of premiums.

LIFE INSURANCE: Paid at 1 times annual salary.

ADDITIONAL BENEFITS: STD/LTD & ADD, FSA, EAP, Deferred Compensation (457b), Credit Union, Bilingual Pay, On Call Pay, Employee Referral Program, Loan Forgiveness & paid time off for CME, etc.

QUALIFICATIONS

A Bachelor's degree in public administration, business administration or a related field. Three years' experience in health services administration, mental health, social services, local government or related field with emphasis in policy and program planning within health or mental health. Must have proficient computer skills.

BILINGUAL: Spanish, required.

LICENSE: Must have & maintain a valid Class C California Driver's License, have a satisfactory driving record and meet Agency's vehicle insurance standards.

*Candidates may be hired above the minimum salary range depending on qualifications (DOQ).

PREFERRED: Experience with systems of care with children and families; good oral and written communication skills.

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APPLICATION & SELECTION PROCESS:

Applications will be received and reviewed through CalOpps website. Those candidates, whose applications indicate that they are most qualified, will be invited to attend an oral interview. If necessary a second and third oral interview will be conducted.

To apply, please visit our Career Page at <http://www.tricitymhs.org/careers> or via CalOpps at:

<https://www.calopps.org/node/11282471/recruitments>

You must apply online. Tri-City does not accept fax, email or copy applications. You may include a cover letter and resume, however, resumes in lieu of completion of the online application. Questions regarding this recruitment can be directed to:

Email: hr-team@tricitymhs.org

ABOUT TRI-CITY

Tri-City Mental Health Services is a public agency serving the diverse communities of Pomona, Claremont, and La Verne.

Established in 1960, Tri-City Mental Health Services (TCMHS) was conceptualized as a comprehensive mental health service provider, dedicated to helping families and individuals of all ages reach their full potential. Through close and dedicated collaboration with the community it serves, TCMHC has successfully created an integrated system of care that ensures access and enhances mental and emotional health. Available services include but are not limited to psychotherapy, clinical case management, medication support, peer-to-peer support, psychoeducation, linkage and referral, vocational training and support, socialization activities, and community outreach.

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