

# Mental Health Specialist

Human Services Specialist I/II



**Dynamic Environment. Rewarding Careers.**

## The Organization

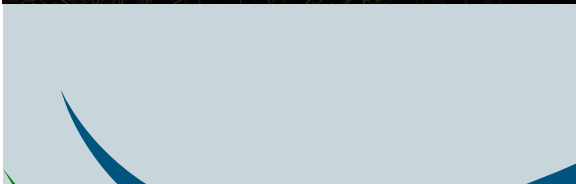
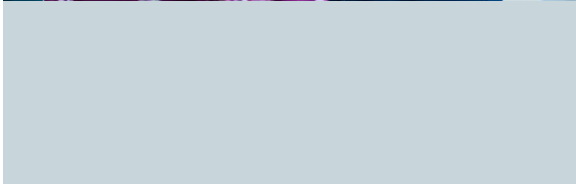
Fremont is a well-managed and innovative city! Located in the heart of the Bay Area and Silicon Valley, Fremont prides itself on innovation, clean technology and advanced manufacturing, a low crime rate, great schools, a low unemployment rate, quality parks, nearby open space, and an incredibly diverse population of over 235,000 residents. With its strong and diversified business base, Fremont is an important economic force in the region. The City strives to be an innovator in municipal government, with dynamic leadership provided by the City Council and City Manager.

## The Position

As an integral team member of the Aging and Family Services Division, the Mental Health Specialist provides support to the mobile mental health team in maintaining wellness of clients stepping down from the senior mobile mental health program.

## Examples of Responsibilities

- Work with team members to assist in the monitoring, follow-up and collateral work of assigned caseload.
- Interact with clients, families, and organizations in a variety of settings including: homes, hospitals, doctors' offices, schools and other city, county, or state agency offices and on the phone.
- Perform human services support activities including referring clients/family members to appropriate community resources according to the client care plan.
- Follow up on client services, schedule meetings and appointments.
- Interview and elicit personal information from clients, and program information from service providers; provide assistance to clients such as completion of forms, clarify documentation discrepancies, and resolve issues related to clients' needs and requests.
- Convey general information regarding program services and interpret policies and regulations to clients, other agencies, and the community.
- Maintain confidential records, accurate client files, screen and process forms, verify authorizations on documents, and update automated databases.
- Assist team members with interagency and/or family meetings, research available resources, and prepare reports and statistical information.
- Participate in community outreach activities and public presentations that impact individuals and families.







## Minimum Qualifications

Any combination of education and experience which has provided the knowledge and abilities necessary to satisfactory job performance would be qualifying. A typical way to obtain the required knowledge and abilities would be:

**Education:** Completion of 60 semester units or 90 quarter units from an accredited college with coursework in social work, counseling, sociology, nursing, gerontology, or related field. A Master's degree is highly desirable.

**Experience:** At least two years of professional, intern, or volunteer experience in a social services environment serving children, youth, senior citizens, individuals with disabilities, or family programs.

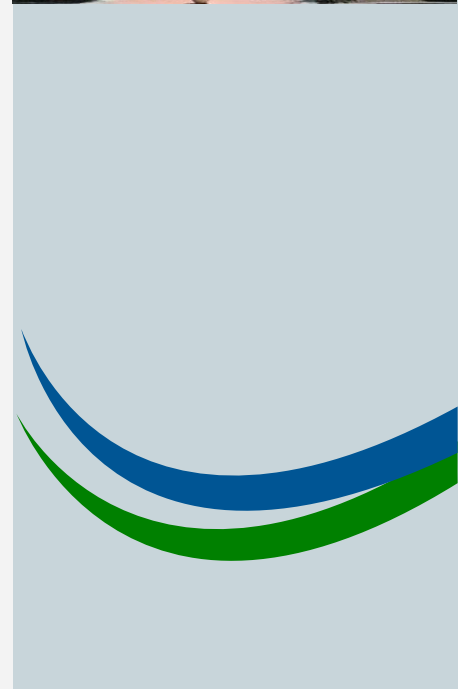
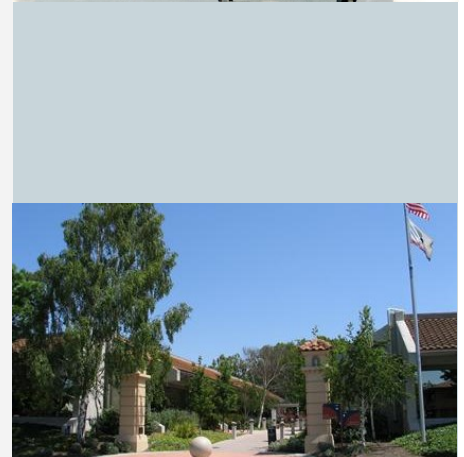
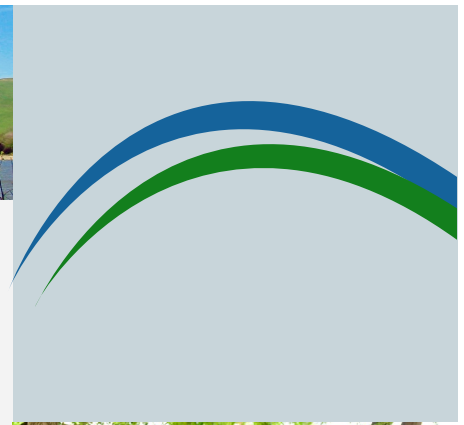
### Licenses/Certificates/Special Requirements:

This position requires the ability to travel independently within and outside City limits. Therefore, a valid Class C California Driver's License is required by time of appointment.

### Knowledge, Skills and Abilities:

Knowledge of: Principles and techniques of interviewing required to obtain information to determine the nature of client situations; the functions and organization of public assistance and social service systems; principles and techniques of providing psycho education to clients and their families.

Ability to: Communicate effectively in oral and written form with individuals from diverse ethnic and socio-economic backgrounds; develop and maintain effective working relationships with clients, community agencies and service providers; make decisions and independent judgments; maintain accurate records and document actions taken; prioritize work and coordinate multiple work activities; adapt to procedural and technological changes, work independently in performing assignments and resolving problems within limits of responsibility and supervision.



## The Application & Selection Process

To be considered for this opportunity, apply [online](#).  
The application process requires the following:

- **Completed application**
- **Resume**
- **Supplemental questionnaire**

The process may include panel interviews, reference checks, fingerprint check, and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

## Tentative Recruitment Schedule

**This position will remain open until filled.**

**Applications will be considered as they are received.**

**Oral Panel Interviews - TBD**

**Finalist Interviews - TBD**



## Reasonable Accommodation

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs with a minimum of five (5) days in advance of the selection process by contacting Human Resources at (510) 494-4660 or at [humanresources@fremont.gov](mailto:humanresources@fremont.gov). The City of Fremont is an Equal Opportunity Employer.

*The information contained herein is subject to change and does not constitute either an expressed or implied contract.*

## Compensation & Benefits

**Annual Salary Range** – \$58,406 - \$78,092. Placement within the range will be made depending upon the qualifications and experience of the selected candidate.

**The following generous benefits are provided:**

**Medical** – A variety of plans are offered through CalPERS.

**Dental** – Plans are offered through Delta Dental.

**Vision** – Plans are offered through VSP.

**Health Benefit Allowance** – The City contributes up to \$2,280 towards health benefit premiums (medical, dental and vision) and unused allowance up to \$580 is paid monthly to the employee.

**Retirement** – As defined by the Public Employees' Pension Reform Act of 2013 (PEPRA) and in the CalPERS retirement system:

- **Classic Members** will receive CalPERS retirement benefits under the 2% at age 60 plan.
- **New Members** will receive CalPERS retirement benefits under the 2% at age 62 plan.

## Deferred Compensation

- **Voluntary Plan Options** – The City offers two optional 457 plans for employee participation.

**Income Protection** – The City provides basic plan coverage for Life and Accidental Death and Dismemberment and Long Term Disability with additional coverage available for purchase by the employee.

**Flexible Benefit Plan** – Employees have the option to contribute tax-free income for medical premiums, healthcare reimbursement and dependent care reimbursement.

**Commuter Benefits (Parking and Transportation)** – Employees have the option to set aside money on a pre-tax basis to pay for work-related commuting and parking expenses.

**General Leave** – 192 hours per year

**Holidays** – 12 days paid and 1 floating holiday

A complete [benefits summary](#) can be viewed online.

The selection process will consist of an evaluation of the applicant's education, training and work experience based on the application and responses to the supplemental questionnaire. Responses to the supplemental questionnaire must reflect the work experience that is included in the "Work Experience" section of the online application. Only those candidates whose backgrounds best match the position will be invited to proceed in the selection process. Additional phases of the selection process will consist of one or more interviews, one of which may include a practical/writing exercise.

**You will be prompted to respond to the following questions during the online application process:**

1. Please be specific in answering the Supplemental Questions as they will be used to evaluate which applications will be given further consideration in the process. Do not answer "see resume" or "see application" as these are not valid answers. Select "Yes" to reflect that you have read and understand this statement.
  - ☐ Yes
  - ☐ No
2. Have you completed coursework from an accredited college or university in social work, counseling, sociology, nursing, gerontology, or a related field? If so, please list your field of study and the number of semester or quarter units completed.  

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3. How many years of volunteer work experience do you have in a social services environment serving children, youth, senior citizens, individuals with disabilities, or family programs?
  - ☐ None
  - ☐ Less than 1 year
  - ☐ 1 year to less than 2 years
  - ☐ 2 years to less than 3 years
  - ☐ 3 years or more
4. How many years of intern work experience do you have in a social services environment serving children, youth, senior citizens, individuals with disabilities, or family programs?
  - ☐ None
  - ☐ Less than 1 year
  - ☐ 1 year to less than 2 years
  - ☐ 2 years to less than 3 years
  - ☐ 3 years or more
5. How many years of paid professional work experience do you have in a social services environment serving children, youth, senior citizens, individuals with disabilities, or family programs?
  - ☐ None
  - ☐ Less than 1 year
  - ☐ 1 year to less than 2 years
  - ☐ 2 years to less than 3 years
  - ☐ 3 years or more