



## EMPLOYMENT OPPORTUNITY

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

### **MENTAL HEALTH REHABILITATION SPECIALIST I/II/III (Full-Time)**

**HOURLY SALARY: I: \$20.5002 - \$26.6505**

**II: \$22.5505 - \$29.3155**

**III: \$24.8053 - \$32.2471 (DOQ)**

**APPLY BY: OPEN UNTIL FILLED**

#### **THE POSITION**

Tri-City is now actively recruiting for **two (2)** Mental Health Rehabilitation Specialists (MHRS) I/II/III whom will provide mental health rehabilitative support services to clients in the **Adult Full Service Partnership (FSP) Program**. The MHRS I/II/III will appeal to individuals who are inspired by challenges and opportunities presented in working with an engaged and active community by providing participant advocate and case management services. **These are field-based positions.** The MHRS I/II/III will report to a Program Supervisor.

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

- Provide mental rehabilitation services to clients;
- Perform crisis intervention counseling not requiring licensure as a mental health professional;
- Assist in professional staff in client care and planning;
- Provide clients with linkage to community resources;
- Develop and determine appropriate referrals for continuation of care;
- Evaluate client needs; plan, develop and implement group rehabilitation activities under the guidance of licensed, professional staff;
- Adhere to 100 standard service hours billing and documentation requirements (a gradual progression from date of hire);

#### **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.

[www.tricitymhs.org/careers](http://www.tricitymhs.org/careers)

- Document and maintain records as required and as credentialed, include attendance records, daily visit logs, daily and/or weekly interdisciplinary notes;
- Other duties as assigned.

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## **QUALIFICATIONS**

**Mental Health Rehabilitation Specialist I:** Associate's degree and six years' experience in a mental health setting in the areas of physical restoration, social adjustment, or vocational adjustment.

**Mental Health Rehabilitation Specialist II:** Bachelor's degree and four years' experience in a mental health setting in the areas of physical restoration, social adjustment, or vocational adjustment.

**Mental Health Rehabilitation Specialist III:** Master's degree and two years' experience, OR bachelor's degree and six years' experience, in a mental health setting in the areas of physical restoration, social adjustment, or vocational adjustment.

**BILINUGAL: 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.

Any combination of education and experience that would provide the required knowledge, abilities and skills may be considered as qualifying. **The Department will determine level of hire (MHS I, MHS II or MHS III) at conditional offer of employment.** \*Candidates may be hired above the minimum salary range depending on qualifications (DOQ).

**PREFERRED:** Experienced in a mental health clinic, a public agency, Department of Mental Health (DMH) documentation, Welligent/Electronic Health Record (EHR), and Microsoft Word.

### **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](mailto: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.

### **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.