



EMPLOYMENT OPPORTUNITY

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

MENTAL HEALTH SPECIALIST (Full-Time)

HOURLY SALARY: \$22.5505 - \$29.3155 (DOQ)

APPLY BY: OPEN UNTIL FILLED

THE POSITION

Tri-City is looking for **one (1)** Mental Health Specialist (MHS) whom will provide mental health support services to mentally ill and emotionally disturbed people as part of the **Access to Care (ATC) Team**. The MHS will provide support to the Access to Care Team assisting with duties related to the Network Adequacy requirements. The PSA III will report to a Clinical Program Manager.

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

- Plan and provide a variety of rehabilitative support services to mentally ill and emotionally disturbed persons to attain, restore, or improve physical, mental, or emotional functioning;
- Develop and determine appropriate referrals for the continuation of care;
- Document and maintain records as required and as credentialed, include attendance records, daily visit logs, daily and/or weekly interdisciplinary notes;
- Assist staff with clerical duties related to initial appointments;
- Provide assistance to clinical staff; participate in group and individual support programs;
- Serve as a participant advocate; provide case management services;
- Maintain records of all activities relating to client care and adhere to billing compliancy standard;
- Perform other duties as assigned, etc.

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 PEPR 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, & paid time off for CME, etc.

www.tricitymhs.org/jobs

QUALIFICATIONS

Mental Health Specialist: Bachelor's degree in psychology, sociology, social work, criminal justice, or similar human service oriented degree **OR** an Associate's degree with two years of experience working in the mental health field as a specialist in behavioral modification, physical restoration, social adjustment, or vocational adjustment **OR** four years of experience working in the mental health field as a specialist in the fields of behavioral modification, physical restoration, social adjustment, or vocational adjustment.

Bilingual candidates in Spanish are preferred.

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

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Any combination of education and experience that would provide the required knowledge, abilities and skills may be considered as qualifying. *Candidates may be hired above the minimum salary range depending on qualifications (DOQ).

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 Jobs Page at <http://www.tricitymhs.org/jobs> 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 are not accepted in lieu of completion of the online application. Questions regarding this recruitment can be directed to:

Email: hr-team@tricitymhs.org

AN EQUAL OPPORTUNITY EMPLOYER

Tri-City does not discriminate on the basis of race, color, religion and religious creed, sex, gender, gender identity, gender expression, national origin, ancestry, citizenship status, age, marital status, disability, medical condition, genetic characteristics or information, sexual orientation, military and/or veteran status or any other basis protected by law. Tri-City maintains and enforces a zero-tolerance policy relating to substance abuse and maintains a smoke-free workplace.

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, TCMHS 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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