



EMPLOYMENT OPPORTUNITY

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

MHSA PROGRAM SUPERVISOR (Full-Time)

ANNUAL SALARY: \$69,673.96 - \$111,478.22 (DOQ)

DEADLINE TO APPLY: OPEN UNTIL FILLED

THE POSITION

Tri-City is actively recruiting for a **MHSA Program Supervisor** for the **Wellness Center**. This position will be responsible for supervising six staff, planning, organizing and directing activities of the Transitional-Aged Young Adult Wellbeing Program working with youth and adults. The MHSA Program Supervisor position will report to the Wellness Center Manager.

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

- Assist in the design, implementation, and coordination of assigned non-clinical MHSA TAY and Adult programs; Function as liaison representative to other departments, community groups, agencies and stakeholders.
- Coordinate, supervise, and direct the program and operational activities, inclusive of unit personnel, on a day-to-day basis to meet the program needs;
- Provide guidance to subordinates on Agency philosophy, goals, objectives, policies and procedures through supervision and staff meetings, and work review; assist and participate in the development and coordination of assigned MHSA program;
- Assist in required quarterly reports, annual updates, and other analyses and evaluations for assigned MHSA programs;
- Supervise, train, evaluate, and participate in the selection of subordinate program staff; and initiate and participate in personnel actions in accordance with the Agency's Human Resources practices and procedures;
- Consult with the Wellness Center Manager regarding program goals, activities, policies and procedures; make recommendations on programmatic policies; regularly update program policies and procedures; and implement and enforce policies and procedures;

TRI-CITY FULL-TIME 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 PEPRA 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.

- Responsible for developing and coordinating trainings (for MHSA staff, as well as community stakeholders) and arranging meetings; and other duties as assigned.

QUALIFICATIONS

A Master's degree in social work, marriage and family therapy or a related field from an accredited college or university. Three years of experience in health services administration, mental health, local government or related field with emphasis in policy and program planning within health or mental health. At least two years of supervisory experience in a mental health setting working with Transitional Age Youth, peer support groups & systems of care are required. Must have proficient computer skills and Licensed Marriage & Family Therapists or Licensed Clinical Social Workers whom are bilingual in Spanish are preferred.

LICENSE: Must have and maintain a valid Driver's License with a satisfactory driving record and current, valid automobile insurance.

Any combination of education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential duties of the position is qualifying. The incumbents will possess the most desirable combination of education, training, skills, and experience, as demonstrated in their past and current employment history. *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 in lieu of completion of the online application are not acceptable. 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.

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ABOUT TRI-CITY

Tri-City Mental Health Authority is a public agency serving the diverse communities of Pomona, Claremont, and La Verne. Established in 1960, Tri-City Mental Health Authority (TCMHA) 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, TCMHA 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.

www.tricitymhs.org/jobs