



EMPLOYMENT OPPORTUNITY

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

MHSA Wellbeing Supervisor (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 Wellbeing Supervisor whom will develop **Wellness Center** programming that is responsive, relevant, and focused on promoting recovery and well-being for persons living with the impact of mental illness. The MHSA Wellbeing Supervisor will appeal to individuals who are inspired by challenges and opportunities presented in working with an engaged and active community. The MHSA Wellbeing Supervisor will report to the Wellness Center Manager.

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

- Oversee the 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 Transitional Aged Youth (TAY), senior/older adults and their families 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;
- Ensure confidentiality and integrity of Protected Health Information (PHI) of clients served by Center to comply with all Health Insurance Portability and Accountability (HIPAA) regulations.
- Other duties as assigned.

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, Loan Forgiveness & paid time off for CME, etc.

www.tricitymhs.org/careers

QUALIFICATIONS

A Master's degree in Clinical Psychology, Social Work or a related field. Three years' experience in mental health services, local government or a related field with an emphasis in policy and program planning within mental health and experience with Transitional Aged Youth (TAY), seniors and systems of care. At least two years of managerial/supervisory experience in a mental health setting. **Must have proficient computer skills and be bilingual in Spanish.** This position will supervise five part-time and one full-time peer staff.

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).

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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

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.

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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