

**JOB DESCRIPTION****Job Title:** *Program Coordinator - Behavioral Health Services (9139)***Job Summary:**

The job of Program Coordinator - Behavioral Health Services was established for the purposes of assisting in the coordination and organization of the operations of Behavioral Health Services programs; coordinating services with all contracted entities; and assisting in directing and supervising the Behavioral Health Services programs under the supervision of the Behavioral Health Services Director.

**Essential Functions:**

- Assist in the coordination and organization of the operations of Behavioral Health Services programs, including new program development.
- Help to direct, support, and supervise Behavioral Health Services Programs and staff.
- Will work collaboratively with Tulare County Health and Human Services and California Department of Health Care Services to ensure compliance and coordinate services in mental health and substance use prevention, treatment, and recovery services.
- Assist in the development and maintenance of policies and procedures to ensure effective and efficient program administration and operations.
- Participates in management level meetings; provides input, suggestions, and alternatives to program operations as needed and may give presentations to various interest groups and governing bodies.
- Establish and maintain effective working relationships with community agencies, county departments, and district and school site administrators and personnel.
- Assist in the development, coordination, and oversight of district contracts and partnership memorandums of understanding and agreements.
- Implement federal, state, and county regulations, directives, and policies.
- Collaborates with and functions as a team member for the purpose of enhancing/sharing knowledge and skills for delivering best practices.
- Coordinates/Conducts staff supervision and training for the purpose of scheduling work assignments, monitoring employee performance and providing feedback, training and support.
- Collaborates with staff, agencies, families, and schools to facilitate the successful implementation of mental health and wellness programs.
- Develops efficient and effective data collection systems, analyzes data to identify and address needs and areas of deficiency and identify and expand areas of strength and success.

**Skills and Knowledge Required:**

- **Skills to:**
  - work and communicate respectfully and effectively with people of various educational and socioeconomic backgrounds by respecting beliefs and interpersonal styles;
  - plan, organize, coordinate, and direct the various functions of the Behavioral Health Services programs;
  - analyze administrative and operational issues and make recommendations for resolution and improvement;
  - provide training, consultation, and supervision to behavioral health staff;
  - establish positive working relationships with districts/schools, TCOE staff and colleagues, children and families, community agencies, county departments and regulatory agencies;
  - read, interpret, and implement behavioral health regulations, policies, and procedures;
  - research and assist in development of applications for grant-based and other funding opportunities to support and/or expand the work of Behavioral Health Services;
  - communicate effectively both verbally and in writing, with close attention to detail;
  - monitor productivity and effectiveness of Behavioral Health Services programs;
  - structure time effectively and efficiently and meet deadlines;
  - strong organizational skills and detail oriented;
  - provide leadership and support for professional and support staff;
  - understand and address the needs of children and youth with special needs;
  - understand and carry out oral and written instructions;
  - maintain confidentiality of student and personnel matters;
  - recognize and follow procedures when disruptive, abusive, or dangerous behavior occurs.
- **Knowledge of:**
  - clinical techniques and procedures in mental health and substance abuse services;
  - principles and practices of mental health and substance abuse services administration and personnel management;
  - federal, state, and local laws, rules, and regulations related to mental health and substance abuse services;
  - regulations, quality assurance, policies, and standards pertaining to behavioral health programs;
  - principles of clinic and program organization, administration, and management;
  - effective supervision techniques, principles, and practices for personnel management, training, and supervision;
  - effectively working within an educational system and providing services to children and youth;
  - non-violent verbal and physical crisis intervention techniques;
  - community needs and resources;
  - proper English grammar, punctuation and sentence structure.

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations and in some hazardous conditions.

- **Experience Required:**
  - Two years paid experience working as an administrator of a mental health program or in an educational setting.
  - Experience with program development is preferred.
- **Education Required:**
  - Master's degree in job related area.

- **Certificates, Licenses, Clearances, Testing and/or Bonding Required:**
  - Department of Justice and FBI Fingerprint Response.
  - Valid California driver's license and proof of automobile insurance.
  - Licensure or eligibility for licensure in the State of California as a mental health professional is desirable.
  - Board Certified Behavior Analyst (BCBA) certification is desirable.
  
- **Other Specialized Requirements:**
  - Travel to various locations in Tulare County using own vehicle.
  - Willingness to obtain additional training in areas related to job functions, knowledge and/or abilities.

**FLSA Status:** Exempt

**July 2021**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.