

#1

# BEHAVIORAL HEALTH DEPARTMENT

10877 Conductor Boulevard, Suite 300 • Sutter Creek, CA 95685 •  
Phone (209) 223-6412 • Fax (209) 223-0920 • Toll Free Number (888) 310-6555



To: Amador County Administrative Committee

From: James Foley, Director of Health & Human Services

Date: March 7, 2016

RE: Request for item to be placed on the Administrative Committee agenda for March 14, 2016



Requesting to change the recent vacated position of Finance Assistant, due to promotion, to a position for a Personal Service Coordinator (PSC)

Behavioral Health would like to request to fill a position of Personal Services Coordinator (PSC), in exchange for not back filling a recently vacated position of a Finance Assistant. It was determined that the duties of the Finance Assistant could be absorbed by current staff and instead hire an additional PSC. This will be a budget neutral change with zero impact on the budget or possibly a savings due to not filling the Finance Assistant as well as recent lowering of the pay scale for the position of the MHA Coordinator, in addition to generating revenue from Medi-Cal reimbursement for PSC services.

Step A comparisons:

Finance Assistant Step A: \$14.96, (not filling)

MHA savings from Step A as Program Manager to Step A as Coordinator: \$5.61 per hour savings. Total annual savings of \$42,950

PSC annual salary at Step A would be \$42,052

Savings:

\$898 annually in addition to revenue from Medi-Cal reimbursement for direct billable services that a PSC position provides (Finance and MHA positions do not provide reimbursable services)

cc: Chuck Iley, CAO  
Judy Dias, HR Director

## **PERSONAL SERVICES COORDINATOR (Behavioral Health Care)**

### **DEFINITION**

Under direct supervision, provides consumer-centered behavioral health services for mental, emotional, and co-occurring disorders, including substance abuse and chemical dependency disorders, including pre-crisis, evaluation, crisis intervention, group and individual education, and case management , advocacy, linkage and other services to Behavioral Health consumers, family members and care givers; prepares reports and maintains confidentiality related to consumer services; and performs other duties as required.

### **DISTINGUISHING CHARACTERISTICS**

An employee in this class may be assigned to any or all of the following: provide consumer care and education and case management for a complex client caseload; provide group and individual support for emotional, drug, alcohol, co occurring symptoms or other mental health problems; assist in managing a mental health or related program.

### **REPORTS TO**

Health and Human Services Director, Behavioral Health Director or Deputy Director and Behavioral Health Care Program Supervisor/ Manager

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None

### **EXAMPLES OF ESSENTIAL DUTIES**

- Serves as a team member in developing and modifying treatment plans; implements treatment plans and reports progress to recovery team
- Provides case management to the target populations identified by the Behavioral Health Department under the supervision of a manager, team leader or experienced case manager. May provide supportive services , money management , housing linkage and/or other related services
- Arranges for and may provide transportation for clients

## **PERSONAL SERVICES COORDINATOR - 2**

- Provides basic crisis intervention, and support in groups as well as on an individual basis
- Completes all evaluation and clinical documentation in a timely and prescribed manner
- Participates in behavioral health education programs, conferences and community programs and attends training conferences relevant to current behavioral health problems; and performs other duties as required
- May be asked to respond to 24-7 crisis coverage

### **SKILLS, KNOWLEDGE AND ABILITIES:**

#### Knowledge of:

- General principles, procedures, techniques, and trends for the support, recovery, and guidance of individuals, groups, and families in behavioral health programs.
- State, Federal, and local laws, regulations, and requirements for the provision of behavioral health services and programs.
- Basic Community Resources and linkage to these resources.

#### Ability to:

- Work in a team environment and share information verbally and in written reports
- Perform problem identification and problem solving
- Maintain composure and awareness during crisis interventions
- Develop and maintain confidence and cooperation of emotionally disturbed and chemically dependent patients and their families

#### Skilled In:

- Acknowledge and develop cultural competency related to individuals served
- Prepare clear, relevant, timely and accurate reports
- Interpret and apply complex behavioral health program rules, regulations and policies
- Effectively represent the Behavioral Health Department in contacts with consumers, community agencies and the public
- Establish and maintain effective working relationships with staff, other agencies, and the public

## **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

## **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office environment; continuous contact with staff and the public.

## **MINIMUM EDUCATION, TRAINING AND EXPERIENCE**

Must possess and maintain a valid CA driver's license

Training and licensing:

Education: Completion of 45 semester units from an approved college or university of which a minimum of 30 must be in Psychology, Social Work, Nursing or related Social Science.

Substitution: A current license as Psychiatric Technician may be substituted for the 45 semester units.

A valid Certification as a Substance Abuse Counselor may be substituted for 45 semester units.

A person with one or more years of experience working in the capacity of a social services aide or worker, domestic violence counselor or substance abuse counselor may be substituted for 45 semester units

Personal experiences as a consumer, family member or caregiver utilizing Behavioral Health Services in conjunction with social services work experience may be substituted for 45 semester units.

#2

## BEHAVIORAL HEALTH DEPARTMENT

---

10877 Conductor Boulevard, Suite 300 • Sutter Creek, CA 95685 •  
Phone (209) 223-6412 • Fax (209) 223-0920 • Toll Free Number (888) 310-6555



To: Amador County Administrative Committee  
From: James Foley, Director of Health & Human Services  
Date: March 10, 2016  
RE: Request for item to be placed on Admin Committee Agenda for 03/14/16.

Requesting to hire the position of Behavioral Health Director

Behavioral Health would like to request to fill a position of Behavioral Health Director to provide increased focus on rapidly changing state requirements and to provide services to the increasing population of seriously mentally ill.

Current Health and Human Services Director will reduce salary allocation to cover major portion of new directors' salary. Behavioral Health Director will report to Health and Human Services Director.

cc: Chuck Iley, CAO  
Judy Dias, HR Director