



FLSA: COVERED
EEO: 4
JANUARY 2024

BEHAVIORAL HEALTH NON-CLINICAL PROGRAM COORDINATOR

DEFINITION

Under direction, provide non-clinical program coordination for the Behavioral Health department, including: grant application, administration and reporting; community mental health early intervention contract development and monitoring; assurance of community behavioral health awareness and education; oversee local, state and federal reporting related to programs and grants; represents the department with community organizations and agencies; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Behavioral Health Non-Clinical Program Coordinator is a non-supervisory classification that is responsible for overall administration of assigned identifiable programs within the Behavioral Health Department. This position is a team player that assists Behavioral Health leadership in planning, developing, budgeting and coordinating Behavioral Health Non-Clinical programs. The Program Coordinator is also responsible for oversight of timely and accurate evaluation and reporting to funding sources or oversight agencies. Also completes annual contract agency evaluations.

REPORTS TO

Higher-level management staff.

CLASSIFICATIONS SUPERVISED

None

EXAMPLES OF DUTIES

The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Keeps the Behavioral Health Director and leadership fully updated and informed of all critical issues related to their programs.
- Develops, plans, implements, organizes and directly supervises the implementation of the Behavioral Health Non-Clinical Program components.
- Conducts internal audits and participates in the external departmental review and audit process.
- Ensures needs assessments, quarterly reports, annual updates and executed contracts are within established program outcomes.
- Oversees, maintains and revises reports, amendments, and programmatic changes for State approval.
- Represents the department and participates in State, regional, and local meetings that address related program matters.
- Develops policies and procedures for the programs and ensures compliance through regular monitoring and reports.
- Develops and implements plans to meet program performance outcomes measurements requirements.
- Ensures compliance with the BH Quality Assurance Program.
- Assist the Behavioral Health Director and Amador County Stakeholders in assessing community needs, setting program priorities and developing a plan of action to meet those needs.
- Facilitate Program Planning Processes.
- Evaluates components of program plans to include outcome and feasibility for continued success.
- Fulfills the role of Ethnic Services Manager (ESM) for the department.
- Fulfills the role of Cultural Competency Manager for the department.
- Performs related duties as assigned, which may include but is not limited to preparing correspondence and reports, copying and filing documents, answering telephone, ordering supplies and materials, entering computer data, maintaining logs and lists, sending and receiving faxes, processing mail, etc.

ESSENTIAL QUALIFICATIONS

Knowledge of:

- Behavioral Health Programs and funding.
- Pertinent local, state and federal laws, regulations and guidelines.
- Basic principles of project management.
- Principles of behavioral health service provision.
- Public relations and use of media options to change attitudes.
- Data collection methods.
- English usage, spelling, grammar and punctuation and basic mathematics. Office procedure including basic computer use.

Ability to:

- Understand, interpret and apply pertinent federal, state and local laws, regulation and standards. Understand and follow complex oral and written instructions.
- Plan, coordinate and implement assigned behavioral health non-clinical programs.
- Plan, coordinate and implement work plans.
- Provide staff education and training as assigned.
- Facilitate meetings and coordinate public events.
- Compile, organize and analyze data.
- Prepare and present reports in a clear and concise manner.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Effectively use a computer for word and data processing
- Operate office equipment safely.

TYPICAL PHYSICAL REQUIREMENTS

Ability to 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

Positions in this class require the incumbents to:

- Work is usually performed in an office environment, hospital, jail or other community based settings.
- Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.
- Work during non-routine hours, including evenings, holidays and weekends.
- Work outside in all types of climatic conditions including inclement, very hot or very cold weather.
- Employees may work outdoors and are occasionally exposed to loud noise levels.
- Contact with facilities, first responders, law enforcement and other county personnel.

TRAINING AND EXPERIENCE

Any combination of training which would likely provide the required knowledge and experience is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education

A minimum of a Bachelor's degree from an accredited college or university with major course work in social services, education, marketing, communications, organizational studies or a closely related field related to community development.

Experience

Two (2) years of increasingly responsible professional or administrative experience, preferably in the behavioral health field. Preferred experience in the area of educational or promotional programs or projects, finance and budget, grant funds, grant audits, compliance, and contract management.

SPECIAL REQUIREMENTS

Must possess a valid California Driver's license.