

Job Title: Director, Mental Health Services

Reports to: Chief Executive Officer

Department: Administration (ADMIN)

FLSA Classification: Exempt

EEO Category: 1.2

Pay Rate: Salaried

Org Band: Director

SEIU Eligible: No

Job Summary: The Mental Health Services Director provides leadership to ensure the delivery of excellent mental health programs in alignment with agency goals of increased access to services, a whole-person and whole-family approach, and continuous improvement. Working in partnership with other agency programs as well as external partners, the Director ensures that all mental health programs and program services covering mental health and well-being are responsive to identified community needs and meet standards of excellence.

The Director is the agency's leader for developing a strong and integrated peer workforce aligned with agency core competencies, with oversight of family partners, peer-based programs, and the county-embedded Peer Specialists. The Director ensures her/his team also supports internal education and training on a developmental pathway to a fully trauma-responsive agency for all staff.

The Director works collaboratively across all programs to promote and increase services for people with mental illnesses and is the agency's lead in all county-facing engagements where mental health is an issue. The role closely liaises with the agency's Safety Net Services Program Director for excellent peer-led support through the CARE Mobile Homeless Outreach Teams and with the VP Children & Family Services to ensure mental health and well-being in early childhood classrooms through contracted MH supports.

Responsibilities include oversight of program budgets, community outreach, staffing review and management, development, and coordination of existing and new programs, strengthened relationships with county partners, growing strategic partnerships, and participation in fund development activities as required to sustain and grow programs to meet community needs. The Director serves as a member of the agency's leadership team.

Primary Responsibilities

- Establish the vision for an exemplary Mental Health Services department and create a culture of excellence that reinforces the power of the peer recovery model and a vision centered on well-being and a trauma-responsive workplace.
- Ensure contract compliance on service delivery for a strong and responsive county-wide presence, exemplifying the principles of peer-led recovery and client-centered service.
- Support and supervise MH managers, including direct reports in program areas, including Family Partners, Peer Mental Health, and Education & Training
- Ensure compliance with, and implementation of, all program policies and procedures through the appropriate assignment of duties to the program managers, peers, and other staff on the team.
- Actively seek out strategic partnerships to better serve the peer and larger mental health community and advance the agency's mission.
- Responsible for the full functioning of the department, including budget accountability and the implementation of all strategic planning activities aligned with the agency-wide strategic plan.
- Ensure the program follows all applicable laws and regulations and keeps informed about changes in regulations, whether county, state, or federal.
- Make recommendations to the CEO and Executive Team about advocacy potentials around mental health issues and concerns.
- Represent the agency on various committees and groups in the peer community (e.g., CAMHPRO, CASRA) and ensure agency participation at the right level with Behavioral Health & Recovery Services.
- Supervise the Privacy Contact for the program, who is responsible for maintaining all required records, logs, and systems in compliance with HIPAA regulations.
- Ensure Medi-Cal recertification with Marin County Behavioral Health & Recovery Services, including, but not limited to, arranging fire clearance, site certification, and any plan of correction.
- Create and submit required annual reports for contract compliance and agency needs.
- Participate in and lead on grant applications to bolster and innovate on the agency's mental health programming.
- Conduct annual performance evaluations for direct reports.
- Attend monthly agency meetings; meet with manager regularly to discuss changes in programs and other relevant issues as needed to ensure alignment with agency and department goals and objectives.
- Perform other related duties as assigned.

Qualifications

- Master's degree in psychology, social work, counseling, or similar field, or equivalent required.
- Current professional licensure as a Psychologist, Marriage & Family Therapist (LMFT), Clinical Social Worker (LCSW), or Professional Clinical Counselor (LPCC) preferred.
- 5+ years of experience in a community mental health agency providing direct services.
- 2+ years in a management position or demonstrated leadership role with responsibility for supervision of direct service staff, budgeting, and program planning.
- Personal mental health experience: lived experience with mental health concerns personally or through family preferred in support of peer mental health objectives and team support.

- Knowledge of mental illness, dual diagnosis, evidenced based treatment options, psychiatric rehabilitation, trauma-informed practice, the Recovery Philosophy, and homelessness.
- Knowledge of crisis intervention and ability support staff in agency protocols to ensure safety for clients and staff.
- A successful track record working with, and sensitivity to, multi-cultural populations.
- Bilingual in English and Spanish preferred.
- Ability to work under pressure, multi-task, and change priorities quickly.
- Excellent people-management and verbal and written communication skills.
- Professional computer skills - including Outlook, Excel, and Word.
- Valid California Driver's License with clean driving record and insurable by Community Action Marin's automobile insurance policy.
- Deep understanding – and ability to articulate – how structural racism creates inequities in mental health for communities of color and the role equity, inclusion, and diversity play in our work.

Physical Requirements

- Bend: flexion of the upper trunk forward while standing and knees extended, or knees flexed when sitting
- Lift: exertion of physical strength to move objects 10-25lbs from one level to another
- Carry: hold or rest weighted objects 10-25lbs directly on hands, arms, shoulders or back while moving from one location to another
- Climb: ascend/descend with gradual or continuous progress, using both hands and feet
- Push: exertion of force on or against an object (weight/size) to move it from one location to another.
- Feel: perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin

Acknowledgements

Community Action Marin is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: We are committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at our agency are based on business needs, job requirements, merit, alignment with agency core competencies, and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. Community Action Marin will not tolerate discrimination or harassment based on any of these characteristics.

By signing below, I acknowledge that I have received a copy of this job description. I further acknowledge that I can perform the essential duties and responsibilities of the position with or without reasonable accommodations.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

SIGNATURE: _____

DATE: _____

