



**MENTAL HEALTH SERVICES ACT (MHSA) COORDINATOR I/II or**  
**LICENSED MENTAL HEALTH SERVICES ACT (MHSA)**  
**COORDINATOR**

**DEPARTMENT:** Health and Human Services

**DEFINITION:** Under the general direction of the Behavioral Health Director, or her designee, will coordinate and provide program services and oversight for the MHSA Plan as part of the Behavioral Health Division of the Health and Human Services (HHS) Department.

**ESSENTIAL JOB DUTIES:** As part of the division leadership team, provides frontline program planning, oversight, clinical direction, training, and evaluation for the MHSA and the Mental Health Block Grant (MHBG) programs. Assists in the development of the MHSA and MHBG plans including a robust Stakeholder process and involvement. Provides Progress House administrative back-up commensurate with certification. Implements MHSA Community Services and Supports plans. This currently includes MHSA outreach, engagement and treatment services offered through the wellness center sites, Progress House, and out into the community and First Episode Psychosis program offerings. Provides case assignment for case management services and includes training, coaching, and field mentoring of staff. Provides clinical assessment and treatment planning to result in admissions as appropriate. Provides documentation training and oversight to meet Medi-Cal standards for unlicensed staff. Ensures privacy and scope of practice standards for assigned programs. Assists with the expansion of the strengths model principles in the HHS Department and community. Works in partnership and coordination both within the Behavioral Health division and HHS Department, as well as with other community agencies to address issues such as supported employment, homelessness, crisis, and criminal justice involvement. Participates in crisis response and intervention as part of the Behavioral Health on-call rotation. Functions as a part of the Behavioral Health Team and Health and Human Services Department to plan integrated culturally competent and effective programs; participates to ensure quality assurance and compliance with State and Federal Program regulations; provides other duties as assigned.

## **EMPLOYMENT STANDARDS**

**MHSA Coordinator I:** Must possess a Master's degree or Doctorate in social work, counseling or related field AND must be eligible to be registered with the State of California as an intern to practice psychotherapy while pursuing one of the following licenses:

Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT), Licensed Practical Clinical Counselor (LPCC), or Psychologist;

AND at least five years experience working in a behavioral health setting with persons with severe mental illness. AND with the ability to achieve an Adult Residential Facility Administrator certification within eighteen months of employment. Supervisory experience preferred.

**MHSA Coordinator II:** The education and experience as listed under MHSA Coordinator I with the addition of at least one year of experience in a residential treatment facility resulting in the ability to achieve an Adult Residential Facility Administrator Certification within six months of employment.

**Licensed MHSA Coordinator:** Must possess a valid California license to practice psychotherapy\* AND at least five years of progressively responsible clinical experience working in a behavioral health setting with persons with severe mental illness. Supervisory experience preferred; AND the ability to achieve an Adult Residential Facility Administrator certification within eighteen months of employment.

\*Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT), Licensed Practical Clinical Counselor (LPCC), or Psychologist.

### **Knowledge of:**

**MHSA Coordinator I:** Best practice recovery practices in stigma reduction and in the outreach, engagement and consumer-driven services with persons with severe mental illness (SMI) as well as co-occurring disorders in a system of care in the public sector; laws pertaining to confidentiality and care of persons with severe mental illness including involuntary treatment; billing and documentation standards; basic principles and practices of supervision, peer mentoring and strengths leadership.

**MHSA Coordinator II and Licensed MHSA Coordinator:** All of the above and best practices as related to Adult Residential Facilities and related regulations.

### **Ability to:**

**MHSA Coordinator I:** Effectively involve stakeholders and partners in the planning for MHSA; provide and direct outreach and engagement of persons with severe mental illness and persons with co-occurring mental illness and substance use disorders; implement effective strength-based, consumer-driven strategies as well as crisis intervention; work cooperatively as part of a multidisciplinary and leadership team; provide training, coaching and mentoring of staff; participate in staff performance

evaluation and program outcomes and reporting; communicate clearly and concisely, both orally and in writing; model effective, professional conduct within one's scope of practice and be proactive in identifying conflict of interest and other potential boundary issues; participate and benefit from supervision and opportunities for growth and development; produce documentation using an electronic health record; stand, walk, twist, and lift and carry 25 pounds; climb and descend stairs, use a phone, drive a motor vehicle during any time of day/evening.

**MHSA Coordinator II and Licensed MHSA Coordinator:** All above and the ability to provide administrative oversight in compliance with the laws and regulations for an Adult Residential Treatment facility.

**Special requirements:** Will be required to submit to yearly tuberculosis test. Must possess or obtain within six months of employment a valid First Aid and CPR certification and maintain during term of employment. Must possess a valid operator's license issued by the State Department of Motor Vehicles.