

PROGRAM MANAGER– California Mental Health Services Authority (CalMHSA)

Office Location: Rancho Cordova

Date Posted: October 29, 2015

Contact: Laura Li

Phone: (916) 859-4818

Website: www.calmhsa.org

Closing Date: Open Until Filled

JOB DESCRIPTION:

George Hills Company is seeking a Program Manager to assist in the operation of our client, California Mental Health Services Authority (CalMHSA). CalMHSA is an Independent Administrative and Fiscal Government Agency focused on the efficient implementation of California mental health projects. Currently CalMHSA administers statewide and regional prevention and early intervention programs, aimed at preventing suicide, reducing stigma and discrimination for people with mental illness, and improving student mental health. CalMHSA also administers an independent statewide evaluation contract for these programs.

The position requires experience and/or knowledge of behavioral health systems. The candidate must have excellent oral and written skills, critical thinking and problem solving skills. Must be flexible, able to work independently, follow established time-lines, ability to manage multiple projects and anticipate the needs of management.

The Program Manager will assist the Program Director in monitoring multiple large contracts, by reviewing and tracking contract deliverables, and facilitating communication and coordination between Program Director, contractors, and other partner organizations.

Under the direct supervision of the Program Director, the Program Manger shall:

- Participate in state or county policy discussions relating to CalMHSA activities. Participate on state level committees and task forces that relate to CalMHSA concerns.
- Assist in the development of CalMHSA goals, objectives, priorities, and policy direction recommendations for consideration by the CalMHSA Board of Directors.
- Work in close collaboration with CalMHSA partners, such as the State Department of Healthcare Services, the Mental Health Services Oversight and

Accountability Commission (MHSOAC), and the County Mental Health Directors Association to assure alignment as needed.

-
- Conduct consumer meetings and build solid working relationships with various stakeholders.
- Participate in contract activities related to revenue and expenditure for services, including but not limited to:
 - Develop recommendations for contracts for projects, programs, and services.
 - Monitor contract activities and provide reports to the CalMHSA Board.
 - Work with CalMHSA Finance Manager for program fiscal reports and budget.
 - Oversee evaluation of contract activities.
- Prepare presentations and present information.
- Consult with organizations or individuals who may have policy, programmatic or business interest with CalMHSA, as requested.
- Participate in peer/service groups to promote George Hills Company's presence in the industry and community, as requested.
- Act as senior program staff in the Program Director's absence.

Ideal candidate will possess:

- Some knowledge of public health systems
- Some knowledge of county behavior health system operations
- Knowledge of contract development and/or contract terminology
- Lived experience of a mental health challenge, either personally or as a family member or caregiver of someone living with a mental health challenge
- The ability to conduct and work ethically and with integrity at all times.
- Ability to acknowledge the confidential nature of position duties.
- Excellent oral and written skills, analytical and critical thinking and problem solving skills.
- Ability to manage time and priorities.
- Ability to ensure accuracy and completeness of work.
- Advanced working knowledge of all Microsoft Office applications – Excel, Word, Outlook, and PowerPoint.
- Maintain healthy collaborative relationships with clients and staff.

Education and Experience:

- A master's degree from an accredited college or university in management, business/public administration, behavioral science, human services or other closely related field.
 - A bachelors' degree in a qualifying area may be given consideration with five years of experience as specified below.
- Three years of progressively responsible administrative or management experience with demonstrated knowledge, skills and abilities in managing or

assisting in the management of a large or complex mental health, public health, or human services organization.

- Experience must include responsibility for fiscal/budget administration, personnel administration and operations.

Application Procedures:

Resumes and a **writing sample** may be submitted via fax (916) 859-4805 and/or email to laura.li@calmhsa.com. The position is open until filled.