

PROGRAM SPECIALIST– California Mental Health Services Authority (CalMHSA)

Office Location: Rancho Cordova

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Closing Date: Open Until Filled

JOB DESCRIPTION:

George Hills Company is seeking a Program Specialist 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.

This position is ideal for a current or recent graduate student of social work, education, public policy, or health administration. 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.

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

- Participate in state or county policy discussions relating to CalMHSA activities as requested.
- Participate on state level committees and task forces that relate to CalMHSA concerns as requested.
- 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 Behavioral Health Directors Association to assure alignment as needed.
- Participate in CalMHSA Board and other meetings as requested.
- Build solid working relationships with various stakeholders.
- Prepare presentations and present information.
- Assist in the management of mental health projects to meet the goals and objectives established by, and in accordance with, company policies, contracts and applicable laws and regulations.

Consult with organizations or individuals who may have policy, programmatic or business interest with CalMHSA, as requested.

Ideal candidate will possess:

- Some knowledge of public health systems
- Some knowledge of county behavior health system operations
- 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 Bachelor's degree in social work, public policy, sociology, psychology, public administration, education, or related field is required. The ideal candidate will be a current or recent graduate student in one of these fields.
- Must have 2 years of related experience, in one of the above.

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.