



Prevention and Early Intervention Service Manager (PEISM)

The Santa Clara Valley Health and Hospital System's (HHS) Mental Health Department (MHD) is recruiting under a dependent contract up to four full time (40 hours per week) MHSA/Prevention and Early Intervention Service Managers.

A. POSITION DESCRIPTION

Under the general supervision of the MHSA Project Manager, the PEISM is responsible for planning, coordinating, implementing and evaluating complex projects that are a part of MHD's MHSA programs. Initial work will focus on the development of community collaboratives within the Prevention and Early Intervention planning and implementation component, and other assignments relevant to children and family services offered by MHD.

The ideal candidate will have a work history (3-5 years) of increasingly complex planning, implementation and management experience in the behavioral health field with specific experience in children and family services, community capacity building, implementation of services for diverse ethnic and cultural populations, and collaborative work with other county and city human services departments.

The PEISM will coordinate the efforts of County staff, contract agency staff, consultants across multiple functional areas, and partners from community systems including, but not limited to, education, primary care, law enforcement, justice, and social services.

TYPICAL TASKS:

- Develop program plans to meet countywide health and mental health needs for the Children and Family Division under the PE plan.
- Coordinate program activities with staff, other County departments, State agencies and programs and outside agencies, family members and consumers.
- Define goals and objectives to meet the MHSA mandates that focus on improvements to services, prevention, early intervention, education and workforce development.
- Consult on the development of health services programs and budgets with administrative and finance staff.
- Advise department directors in defining, designing, developing and evaluating program services and projects.
- Formulate quantitative and qualitative methodologies for assessing the operations of programs and services implemented under MHSA, and produce reports.

- Conduct complex studies of policies, procedures, organizations, staffing, training, equipment and space requirements related to MHSA objectives.
- Coordinate contractual agreements with public and private agencies for the provision of MHSA services.
- Interpret and make recommendations regarding health legislation and regulations.
- Make presentations to department staff, County administration, commissions, agencies, and the public.
- Organize and support community and stakeholder involvement and collaborations.
- Prepare and submit grant requests to expand or sustain programs.

DESIRABLE SKILLS & QUALIFICATIONS

- Proven track record in the public mental health or other related humans services field.
- Experience in mental health treatment, prevention or early intervention.
- Experience working with underserved or unserved communities or neighborhoods.
- Knowledge of research informed mental health treatment, prevention and early intervention practices.
- Strong management skills:
 - Ability to bring cross-functional teams together
 - Ability to get team members to complete tasks
 - Ability to brief and provide reports to all staff levels
- Able to identify risks and leverage resources to mitigate risks
- Ability to maintain a positive attitude regardless of challenges
- Ability to organize teams, projects and structure
- Multicultural experiences
- Bilingual preferred
- Knowledge of the County's geographic regions, communities and needs.

Hourly compensation \$40.00 to \$60.00 based on qualifications and experience

B. APPLICATION INSTRUCTIONS

Applications will be accepted until sufficient candidates have applied. Individuals interested should submit their application immediately. The application packet should include:

- A brief letter of interest
- A resume;
- One writing sample; and,
- Three professional references
- Submit all required documentation electronically to Ky Le, MHSA Project Manager, at Ky.Le@hhs.sccgov.org.
- Direct questions to Ky Le at 408.885.7543.