

## Immediate Opening for Program Manager (PM)

### Program & Position Overview:

**Mental Health America of the Central Valley (MHACV)** is seeking a Program Manager (PM) for its CBANS Program, a Fresno County Mental Health Services Act (MHSA) Prevention and Early Intervention program responsible for providing culturally appropriate mental health education, promotion, support, referrals and linkages among unserved and underserved residents of Fresno County, including but not limited to: African American, Hispanic, Native America, Southeast Asian, Homeless/Indigent and LGBTQ individuals and families.

MHACV, as the lead agency of a multi-agency collaborative delivering the CBANS Program is seeking a full-time **Program Manager (PM)**. **The PM** is charged with the primary direction, coordination, oversight and accountability for the **CBANS Program**. S/he is responsible for ascertaining that deliverables are met within the contractual time periods and budget limits outlined in the Master Agreement, Scope of Services and Cost Proposals as well as monitoring individual Sub-Contractor deliverables.

The **PM** reports directly to the Executive Director or Designee, and Department of Behavioral Health Director, MHSA Project Coordinator, Systems Analyst, or other county designee assigned to this Program.

### Duties/Responsibilities:

1. Assist in development of program policies and procedures, data-bases, agency tracking forms, and other standardized tools; recommend modifications or adjustments as needed;
2. Supervise day-to-day operations of the lead agency and act as a hub manager for the partner agencies (i.e., run interference, troubleshoot, problem solve);
3. Manage all program funds, order and distribute program materials/supplies, track purchase orders, and bill the County for reimbursement to MHACV and its subcontractors;
4. Schedule and co-facilitate the required training and group supervision of the 5 Community Health Workers (CHW's) and 10 Peer Support Specialists (PSS's); schedule and attend Executive Committee meetings (all agency executive directors and key board members)
5. Contract with consultants as needed (i.e., translators, IT consultants, etc.)
6. Share supervision of the lead agency's Peer Support Specialist (and agency's unpaid volunteers) in collaboration with the Interfaith Mental Health Alliance Chair, Executive Director and/or key board members
7. Collect, integrate and analyze data from all partners; write and present progress reports as specified in the Master Agreement.

8. Attend and report outcomes as required to the Mental Health Advisory Board;
9. Travel, as needed, to the partner sites and trainings or conferences outside of Fresno;
10. Assist the lead agency's fundraising efforts to support and enhance program outcomes.

Knowledge, Skills and Abilities:

1. A working knowledge of disparity in access to mental health services, general healthcare, the Mental Health Services Act, the specific populations addressed in this program, and local community based organizations serving the targeted populations;
2. Excellent oral and written English communication skills;
3. Ability to communicate effectively in one of the threshold languages of Fresno county;
4. Substantial experience with research methodology, data collection, analysis and report writing in mental health or a related field;
5. Reliable and responsible in fulfilling obligations and meeting deadlines;
6. Excellent record-keeping and light bookkeeping skills;
7. Organization and time management skills (i.e., prioritize tasks, manage day-to-day operations, maintain effectiveness under pressure);
8. Critical thinking/problem solving-skills and flexibility
9. Intra- and interpersonal skills, (i.e., the ability to self-monitor, accept supervision, work with peers and supervise others)

Minimum Requirements:

1. A master's degree in Psychology, Social Work, Counseling, or Public Health, and at least 3 year's full-time experience in mental health program management, research, analysis and report writing; or a bachelor's degree and at least 5 years' full-time experience with the above experience and tasks;
2. Willing to work some non-traditional hours (i.e., occasional evenings, weekends)
3. Proficiency in Microsoft Word, Excel, PowerPoint and data-base software.
4. Lived experience as a consumer, family member or kin to someone with a mental health, Behavioral health and/or Substance Use Disorder highly desirable;
5. Depth of knowledge about and breadth of experience with one of the targeted communities.

Salary:

Salary \$45,000-\$50,000, commensurate with experience; major medical benefits provided by employer.

Application Process:

Fax resume and a minimum of three (3) references (minimum two employer and one personal reference) to David Weikel, Executive Director, at (208) 248.5976. Qualifying candidates will be contacted for an in-person interview.