



JOB ANNOUNCEMENT

Position Title: Mental Health Director

Program: Adult/Older Adult

Classification: Exempt, Full-Time

Salary Range: \$80,000-\$95,000 per year; Commensurate with Experience

Summary and Range of Authority:

UPAC operates various mental health programs for adults and older adults which include outpatient treatment; clubhouse, supported employment, older adult prevention, peer and family outreach and engagement, and mental health education. This position will provide administrative oversight to all Adult/Older Adult (A/OA) programs provided countywide including fiscal and contract compliance.

Essential Duties and Responsibilities:

- Determines staffing needs and assists with talent acquisition for all A/OA programs
- Supports and evaluates all Program Managers of A/OA programs
- Ensures fiscal and contract compliance with all program funders including, but not limited to, County, State, Federally funded programs
- Develops and maintain relationships with partnering organizations, including review of all partnership, subcontract, and/or consultant agreements on an annual basis at minimum
- Prepares annual budgets for A/OA programs and budget adjustments as needed
- Establish policies and procedures for A/OA programs in partnership with designated Program Managers
- Conducts quality assurance activities for A/OA programs
- Provides direct supervision to staff who work in smaller A/OA programs
- Provides training to program staff on any organization-wide policies, and/or other County or system-wide training needs
- Provides some individual or group clinical supervision to therapist staff or interns as needed
- Serves as the liaison between A/OA programs and other entities at designated meetings
- Represents UPAC on committees and system-wide planning bodies related to mental health issues, with particularly focusing on underserved populations as needed
- Maintains effective communication and working relationships with funding sources, communities, providers and other partners
- Responsible for negotiating contracts with various public and private funding sources
- Will assist with procuring potential new A/OA contracts including engaging with potential program partners, and/or assisting with program development and some grant-writing as needed
- Must be willing to travel countywide for outreach and other business-related meetings as assigned
- Willing to travel statewide and nationwide for trainings and activities to increase agency visibility
- Provides timely and accurate documentation of all services provided
- Completes reports as needed
- Will actively promote cultural and linguistic competence throughout A/OA program staff through established policies, program planning, cultural competence trainings to program staff
- Will work with CEO, Children's Mental Health Director, Addiction Treatment Recovery Director and/or designated Program Managers to ensure commitment to program initiatives such as primary care and mental health integration, trauma-informed care, faith-based collaboration, and other initiatives as needed
- Other duties as assigned by Chief Executive Officer

Required Education, Certifications/Licenses and Language/Cultural Skills:

- Master' Degree in psychology, social work, or marriage & family counseling
- Must have a valid license as a psychologist (Ph.D./Psy.D), social worker (LCSW) or marriage and family therapist (LMFT) with the Board of Psychology or Board of Behavioral Sciences

Minimum Experience and Qualifications Required:

- Minimum of 5 years' experience in mental health, including diagnosis, treatment and prevention
- Must have experience in program management and budgeting, contract negotiation and compliance, grant/proposal writing, and administrative supervision of personnel
- Position requires working knowledge of County-contracted outpatient clinic services, and other A/OA mental health services across San Diego County
- Experience in networking, community outreach and developing relationships with key stakeholders and organizations
- Knowledge and experience working with Asian/Pacific Islander and other ethnic consumers, family members, stakeholders and organizations
- Strong leadership skills and demonstrated ability to work with a multidisciplinary staff of professionals and paraprofessional workers
- Ability to maintain professional and ethical integrity
- Possess skills in goal establishment, priority setting and implementation
- Possess skills with intra-agency service area and UPAC central administration
- Must have experience with providing clinical supervision
- Ability to manage multiple tasks simultaneously
- Ability to identify consumers' interests, strengths, skills, abilities, and unique set of challenges to match them with jobs
- Demonstrated ability to work well with others
- Understanding of and commitment to the psychosocial rehabilitation model of psychiatric rehabilitation services, and a strong belief in empowering clients/consumers towards recovery.
- Must demonstrate intermediate level of computer literacy and experience using MS Office productivity software i.e. Microsoft Word, Excel, Power Point, Internet browsers, and Outlook.
- Must pass background check (Live Scan Fingerprint).
- Must be able to drive for business purposes to other program locations in San Diego County.
- Must have a valid California driver's license and comprehensive automobile insurance coverage, as required by law.
- Will not be debarred or excluded from participation in Federal programs by the General Services Administration and/or the Department of Health and Human Services of the Inspector General.

Additional Preferred Education or Qualifications:

- Bilingual and/or bicultural as an Asian and/or Pacific Islander.

Mail, fax, or email resume to:**UPAC HR Department****1031 25th Street****San Diego, CA 92102****Fax: 619-232-4113****Email: upacjobs@upacsd.com**