

# ALAMEDA COUNTY HEALTH CARE SERVICES AGENCY



Alameda County Behavioral Health is recruiting for

**\*BEHAVIORAL HEALTH CLINICAL MANAGER**

[County of Alameda \(jobapscloud.com\)](http://County of Alameda (jobapscloud.com))

**Child & Young Adult System of Care (birth to Age 24)**

**\*Out of Class Opportunity at the Guidance Clinic located at the Juvenile Justice Center(JJC) in San Leandro.** Note: This position requires in-person and onsite management of staff and services of youth detained at the JJC and Camp Sweeney including face-to-face services to in custody youth.

## HOW TO APPLY

Please submit a cover letter and completed County of Alameda Job Application to:

[Juan.Taizan@acgov.org](mailto:Juan.Taizan@acgov.org)

**Applications are due on Wednesday, March 3, 2021**

County of Alameda Job Application template is available online on Alameda County's On-Line Employment Center at:

<https://jobapscloud.com/Alameda/sup/bulpreview.asp?R1=00&R2=AF000&R3=01>

New users can click on "New User Registration" to fill out an application template. Once the application is completed, candidates can click on the "Review" tab to "Print My Application". **A PDF version of the application or digital scan of the completed application can be submitted to:**

[Juan.Taizan@acgov.org](mailto:Juan.Taizan@acgov.org)

## Out of Class Appointments:

*For an Out of Class appointment, a civil service exam is not required. However, to obtain a regular position, the appointee will need to compete successfully in a County Exam when open.*

## Overview:

Under general direction, plans, develops, manages and oversees the administration of behavioral health care clinic/program operations and services; develops operational and administrative policies, procedures, standards and objectives; and performs related duties as assigned.

This class is located in Behavioral Health Care Services which provides alcohol and other drugs and mental health services through county staff, private providers and community-based organizations. Behavioral Health Clinical Managers direct and manage behavioral health care clinics/programs through subordinate professional-level and/or supervisory staff; serve in a consultative role to management, community-based organizations and providers; participate in strategic planning and task force activities; and develop and monitor clinic/program budgets and work plans. The Behavioral Health Clinical Manager is distinguished from the lower level class of Behavioral Health Clinical Supervisor in that the latter does not have overall responsibility for program planning, development and evaluation, program reporting and statistics, and program outcome monitoring. The Behavioral Health Clinical Manager manages and oversees clinics/programs which include 8 or more paraprofessional and professional level staff. It is further distinguished from the higher-level class of the Community Support Center Director in that the latter oversees all outpatient community supports centers/clinics.

## Minimum Qualifications:

Either I

Experience:

The equivalent of one year of experience in the class of Behavioral Health Clinical Supervisor in the Alameda County classified service. (Non-classified includes District Attorney's Office, Hospital Authority, and the Consolidated Courts.)

Or II

The equivalent of four years of post-license experience as a behavioral health/mental health clinician providing clinical and/or case management services, of which one year must have been in a supervisory capacity equivalent to that of a Behavioral Health Clinical Supervisor in Alameda County.

AND

## Education:

Possession of a Master's degree from an accredited school in social work, marriage and family therapy, psychology, counseling, nursing or related field.

## License/Certification:

Possession of valid clinical license from the one of the applicable licensing authority: California Board of Behavioral Sciences, California Board of Psychology, or California Board of Nursing.

Some positions in this class require a valid California Motor Vehicle Operator's license. Applicants must possess such license prior to appointment to such positions.

### **Special Requirements:**

In compliance with the Administrative Simplification provision of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), employees in this classification are required to possess a National Provider Identifier (NPI) number prior to their first day of employment. In compliance with Medicare regulations, eligible licensed clinicians in this classification are required to complete the "Medicare Enrollment Process for Physicians and Non-Physician Practitioners" through the Centers for Medicare and Medicaid Services (CMS) of the U.S. Department of Health and Human Services, prior to their first day of employment. Approval for Medicare processing must be received from the CMS within 180 days of the date of hire. Active enrollment in Medicare is a condition of employment. Failure to attain or maintain active enrollment will result in termination.

NOTE: The Civil Service Commission may modify the above Minimum Qualifications in the announcement of an examination.

### **Pay Rate for Out of Class:**

The pay rate for an Out of Class position is dependent on the current salary of the individual chosen to fill the position, but is generally a 5% increase up to the top scale of Behavioral Health Clinical Supervisor (see below).

### **Pay Rate for Behavioral Health Clinical Supervisor:**

\$49,47-\$60.11 Hourly / \$3,957.60-\$4,808.80 Biweekly /  
\$8,574.80-\$10,419.07 Monthly / \$102,897.60-\$125,028.80 Yearly

**NOTE:** The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Duties" section of this specification.

### **Knowledge of:**

- Current theories, principles, and practices for services to clients with serious behavioral health care symptoms and diagnosis.
- Management principles and practices, including work planning, employee supervision and resource allocation.
- Principles, practices, funding sources and administrative requirements.
- Principles and practices of program planning and evaluation.
- Practices and techniques of programmatic analysis and report preparation.
- Psychological diagnostic methods and terminology.
- Cultural and social factors affecting behavior patterns.
- Wellness, recovery and resiliency oriented strategies and supports.
- Dual recovery/co-occurring disorder treatment, screening and assessment tools.
- Community needs, resources and organizations related to behavioral health care.
- Clinical standards of practice and licensure requirements.
- Principles and practices of direct client service delivery.
- Principles of social needs, problems, attitudes and behavioral patterns.
- Applicable federal, state and local laws, rules and regulations.
- Office administrative practices and procedures, including records management and the operation of standard office equipment.
- Computer applications related to the work.

### **Ability to:**

- Work collaboratively with multi-disciplinary teams, community resources and organizations.
- Organize and prioritize work, and meet critical deadlines.
- Interpret, explain and apply regulations, policies and procedures.
- Communicate clearly and effectively, both orally and in writing.
- Analyze, evaluate and make sound decisions.
- Prepare clear, accurate and effective reports, correspondence and other written materials.
- Establish and maintain effective working relationships.
- Demonstrate interpersonal sensitivity and work with a diverse population.

**Learn more about us!**

**Alameda County Behavioral Health**

[www.acbhcs.org](http://www.acbhcs.org)

**Alameda County Health Care Services Agency**

[acgov.org/health](http://acgov.org/health)