



**Division of Behavioral Health  
Mental Health ACCESS Program  
Mental Health Program Coordinator Announcement**

The Access team is looking for an individual who is willing to join a team that is reimagining how we assist individuals in linkages to mental health services in the community. Under the direction of a Program Manager, we are currently looking for a Mental Health Program Coordinator. This position is responsible for the leadership and clinical oversight of the Access Team. The Access Team is the main entry point for specialty mental health services provided by the Behavioral Health Services (BHS).

Other division-wide efforts include but are not limited to participating in system improvement projects; communicating with internal and external agencies; interfacing with other divisions, departments, community agencies; and other duties as assigned by the Health Program Manager.

**Job Title:** Mental Health Program Coordinator

**Reports To:** Health Program Manager

**Division:** Behavioral Health Services

**Location:** Hybrid telework and office: 7001-A East Parkway, Sacramento

**Status:** Full-time, Permanent

**Salary:** \$112,459.68 - \$123, 985.44 Annually (+ differentials for language and longevity) Annual Cost of Living Allowance (COLA) increases based on labor relations agreements approved by the Board of Supervisors.

**Schedule:** M-F 8am – 5pm

**Desired Knowledge Includes:**

- Critical thinking particularly when dealing with complex issues and time sensitive deadlines.
- Managing multiple priorities simultaneously and independently
- Written and verbal skills
- Public speaking skills
- Flexibility in a dynamic work environment
- Mental health issues and recovery principles across all ages
- Supervision and Progressive Discipline
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Use of Electronic Health Records (SmartCare is utilized by this program)
- Medi-Cal eligibility including Presumptive Transfer (AB 1299), Adoption Assistance Program (AAP), and Service Authorization Request (SAR)

**Ideal Candidates Will Have the Ability To:**

- Supervise, directly and through subordinates, a multi-disciplinary staff, including licensed and unlicensed mental health workers.
- Analyze and interpret laws and regulations governing health services.
- Establish and maintain effective working relationships with department staff, subordinates, and the staff of public and private agencies and groups involved in health programs.
- Make effective recommendations regarding staffing and other personnel matters.

If you are interested in this new and exciting opportunity and would like to be considered for an interview, please submit an application for the position of the Mental Health Program Coordinator @

<https://www.governmentjobs.com/careers/sacramento>

In addition to completing a county application, interested applicants should submit the following items to Tory Ross via email: [Rossto@saccounty.gov](mailto:Rossto@saccounty.gov) .

**\*Letter of Interest**

**\* Resume**

**\* Three (3) Professional References**