

Volunteer Center of Santa Cruz
Community Connection
Mariposa Wellness Center
Mental Health Specialist I/II

General Description

Making a difference and connecting for good are the core values of our organization! Our staff enjoy their work knowing that the work they do helps to change lives in our community. We practice Work Life balance to empower our staff to be the best.

Join our team as a Mental Health Specialist in our dynamic, mission and values driven agency that engages 20,000 local people a year to connect for good in our community. Our values are quality, equity and engagement for our staff, our volunteers, our donors and our community. This position is eligible for our generous benefits package that includes health care, 12 days of vacation for the first year of employment paid holidays and much more!

Under the supervision of the Avenues Program Coordinator, the Mental Health Specialist I/II assists in the daily facilitation of the Mariposa Wellness Center Program and Avenues Program in Watsonville. The Mental Health Specialist I/II provides recovery and vocational assistance/support to participants with psychiatric and co-occurring disabilities in group and individual settings. The Mental Health Specialist completes Medi-Cal billing and the required documentation for both external and internal evaluation requirements. Additionally, the position frequently collaborates with partner organizations.

Functions and Duties

- Assists with the day-to-day operations of the Mariposa Wellness Center and Avenues program.
- With support from the Mariposa Program Coordinator and Avenues Program Coordinator, develops and facilitates wellness/recovery support groups, classes and activities.
- Transports groups of participants to community-based activities, trainings, meetings and events, including groups at Mariposa Wellness Center.
- Assists with planning and hosting Mariposa Wellness Center events, fundraising events, and other agency-sponsored activities.
- Provides intake services to new Participants.
- Supports Peer Group Facilitators in planning and implementing wellness/recovery groups
- Assists participants in developing and maintaining wellness and recovery goals.
- Assists participants in accessing community resources related to vocational, health, and mental health goals.

Administrative

- Documents all services provided to participants using the County's electronic health records database, Avatar. Documentation includes progress notes, Medi-Cal billing sheets and other written records within mandated internal and external timelines.
- Responds to all multi-disciplinary team requests regarding assigned caseload.
- Works with Program Coordinator to ensure accurate tracking of the data required for quarterly reports and accurate maintaining of databases.
- Attends agency staff meetings and in-service trainings
- Other administrative duties as assigned.

Collaboration

- Works with case coordinators and staff of the various county teams of the Santa Cruz County Mental Health System of Care.
- Collaborates and coordinates services with Montecito Manor regarding providing services for their residents and providing transportation to and from Mariposa Wellness Center of their residents.
- Coordinates with agency partners and mental health/social service agencies of similar scope and practice within the community.
- Other collaboration duties as assigned.

Required Skills and Abilities

- Bachelor's Degree in Psychology, Social Work, or related field and/or equivalent job experience.
- Demonstrated ability to facilitate groups, one-to-one sessions, and activities.
- Experience with mental health disorders.
- At least one year of Medi-Cal Billing experience, preferably in the Santa Cruz County System of Care.
- Clean driving record, current California Driver's License, and proof of auto insurance.
- Capability to form positive, productive, and collaborative relationships with co-workers, program participants, partnering agencies, and other community agencies.
- Understanding of the recovery process and strength-based treatment.
- Strong boundary skills and the integrity to handle sensitive information in a confidential manner.
- Ability to self-start and perform work without specific directions.
- Ability to seek support from supervisor and practice self-care.
- Professionalism, punctuality, flexibility, and reliability are imperative.
- Excellent verbal, written, and interpersonal skills.
- Capability to multi-task and juggle priorities while working in a chaotic, unpredictable, and high-stress environment.
- Ability to work with those of various cultures and backgrounds.
- Skilled in dealing with challenging situations and challenging persons.

Plus Factors

- Personal or family experience with mental health illness.
- Bilingual in Spanish and English.
- Experience with Santa Cruz County's electronic health records database, Avatar.
- Experience with non-profit organizations
- Experience with Macintosh Operating Systems.

Employment Terms and Conditions

This is a full-time position allotted at 36 hours per week with benefits including paid vacation, sick leave, holiday pay, and Employee Assistance Program access. Pay scale is \$21.51 - \$23.86 per hour, bilingual preferred. This position also requires mandated reporting and adherence to HIPAA and 42 C.F.R.

The Volunteer Center is an Equal Opportunity Employer and encourages all qualified applicants. The Volunteer Center of Santa Cruz County does not discriminate against volunteers, employees or clients who meet eligibility guidelines for any Volunteer Center programs. If you think you have been discriminated against, please call the Executive Director at (831) 427-5070

All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, physical handicap, or disability, medical condition, marital status, gender, sexual preference, age, veteran status, or any other non-merit factor unrelated to job duties.