



THE COUNTY OF STANISLAUS

Behavioral Health and Recovery Services



Stanislaus County
now offers an employee
bonus worth up to
**\$10,000 or 21
additional days of
leave time!***

**See inside for details*

MEDICATION CLINICS MANAGER
(MANAGER III)

\$84,177-\$126,276 Annually

Please apply by June 27, 2024

ABOUT THE DEPARTMENT

The Behavioral Health and Recovery Services (BHRS) is committed to behavioral health principles that are responsive to both mental health services and substance use disorders. Our scope of services includes, but is not limited to, inpatient and outpatient psychiatric services, substance use disorder services, behavioral education and prevention, public guardian functions and advocacy. We offer these services throughout Stanislaus County and partner with community agencies and other County departments.

The ideal candidate is a person who has experience working with individuals with behavioral health disorders, as well as substance use disorders, and understands the system in which we provide services by understanding the population we serve, and how to interact with the clients. This person should have the level of expertise and professionalism that leads and focuses on improving the quality of services and eliminating inequities and barriers to care for marginalized cultural and ethnic communities.



Interested in learning more about the Behavioral Health? Scan the QR code or visit <https://www.stancounty.com/bhrs/>

THE POSITION

The Medication Clinics are a specialized part of the Behavioral Health and Recovery Services' Clinical Operations. The Medication Clinics are staffed by prescribers (psychiatrists and/or nurse practitioners), nurses and administrative staff, and may consult to all treatment teams at BHRS and its partners. Medication Services include the following:

- Evaluation and diagnosis of psychiatric disorders;
- Treatment of psychiatric disorders, including prescription of psychotropic medications, and recommendations for non-medical interventions;
- Consultation to primary care providers;
- Consultation / evaluation for conservatorships;

Under the direction of the Medical Director, this manager III is responsible for the overall operations of the Medication Clinics. The manager III, in concert with the Mental Health Coordinator assigned to the Medication Clinics will supervise the nurses and administrative staff.

TYPICAL TASKS

- Responsible for the clinical success of BHRS programs;
- Process improvement projects (PIPs);
- Strategize with leadership to address specific program clinical performance issues, and collaborative projects with contract service providers and community partners;
- Improve staff productivity and efficient deployment of resources;
- Assess, monitor access and reduce barriers to care, with particular attention given to diverse ethnic, cultural, and unserved and underserved populations;
- Manage compliance in electronic health record including assurance of documentation standards;
- Manage reporting functions to include writing detailed annual reports, narratives, data graphs and charts, etc.;
- Respond and provide after-hours management support for staff as necessary;
- Provide all necessary leadership skills related to the development and supervision of the programming's fiscal elements;
- Coordinate and integrate interdepartmental and intradepartmental services;
- Assure compliance with laws and regulations;
- Assure compliance with policies and procedures;
- Train staff on policies and procedures;
- Continuously assess and improve the performance of services utilizing process improvement techniques;
- Maintain quality control programs as appropriate;
- Assure appropriate orientation, in-service training and continuing education is provided to staff;
- Assist with capital improvement plans as needed;
- Make annual budget recommendations including cost and revenue projections;
- Monitor programs expenditures and revenue collections to assure targets are met;
- Assure a system for implementing an effective, ongoing program to measure, assess and improve the quality of services delivered to clients based on their needs and the mission of BHRS;
- Confer and consult with other supervisory staff and regarding personnel issues;
- Assure safety and risk management procedures are followed;
- Demonstrate knowledge and skills in addressing cultural barriers of the population we serve;
- Directly supervise the Medication Clinic staff as assigned;
- Monitor direct service contract providers;
- Monitor support service contract providers;
- Community relations;
- Facilitate site licensing and certification;
- Oversee program development;
- Assist with funding and expenditure plan;
- Assist with the interface for accessing health care for residents;
- Assure the development implementation of a staff training plan;
- Represent the Department as needed at statewide meetings, various administrative and efforts to strengthen community partnerships and collaboration;
- Supervise program staff; and
- Facilitate the implementation of new programming as needed.



KNOWLEDGE/SKILLS/ABILITIES

- Administration and Management - Knowledge of business and management principles involved in strategic planning, organizational change, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources;
- Administrative - Knowledge of administrative and office procedures and systems such as word processing, managing files and records, and transcription, designing forms, and workplace terminology;
- Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards
- Clinic Operations - Knowledge of clinic workflow and quality improvement efforts in a healthcare setting;
- Diversity, Equity & Inclusion - Basic understanding of social determinants, health disparities, health, and racial equity;
- Education and Training - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects;
- Fiscal Administration and Management - Budget planning and Public sector Financial Management;
- Management & Leadership - Knowledge of effective leadership, direction and supervision. Principles of people management training, coaching, mentoring, and performance evaluations including quality performance management and results-based accountability;
- Law and Government - Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process;
- Public Health Services - Principles and practices of public health including organization, management, and staffing;
- Project Management - Knowledge of principals and practices for Project Management and techniques of assessing workflow output; and
- Sociology and Anthropology - Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures, and their history and origins.

Skills/Abilities

- Active Listening
- Building Partnerships
- Communicate Effectively
- Complex Problem Solving
- Coordination
- Critical Thinking
- Federal, State and Local laws
- Instructing
- Interpersonal Skills
- Judgement and Decision Making
- Learning Strategies
- Management of personnel resources
- Monitoring
- Negotiation
- Presentation
- Reading Comprehension
- Service Orientation
- Social Perceptiveness
- Strategic Planning
- Systems Analysis
- Systems Evaluation
- Time Management
- Writing / Speaking



EDUCATION & EXPERIENCE

PATTERN I

- Licensure as a Clinical Psychologist, Clinical Social Worker, Marriage Family Therapist, Professional Clinical Counselor, or Registered Nurse; AND
- Possess at least one (1) year of experience as a manager or program coordinator in a large public or private human services organization performing the work described in typical tasks

PATTERN II

- Licensure as a Clinical Psychologist, Clinical Social Worker, Marriage Family Therapist, Professional Clinical Counselor, or Registered Nurse; AND
- Possess at least one (1) year of experience comparable to a Manager II in a large public or private human services organization performing the work described in typical tasks

PATTERN III

- Possess at minimum of three (3) years of management experience in a large public or private human services organization performing the work in typical tasks; AND
- Bachelor's degree in Human Services, Chemical Dependency and Addiction, Psychology or related field. (Progressively responsible experience in a related field may be substituted for the required education on a year-for-year basis)

Proof of education (transcripts) will be required for verification purposes at the time of application. Applicants who are unable to submit proof must call (209) 525-7339 to make other arrangements. Failure to submit proof will result in disqualification.

DESIRABLE QUALIFICATIONS

In addition to the minimum qualifications, applicant screening may focus on the following desirable qualifications. Please list any of these qualifications you may have within the "Duties" section of the online application.

- Possess at least five (5) years of experience as a registered nurse in behavioral health





**STANISLAUS
COUNTY HUMAN
RELATIONS**

Take Your Place.



JOIN OUR TEAM and receive a bonus worth **UP TO \$10,000** or 21 additional days of leave time!*

*EMPLOYEE CHOICE BONUS PLAN ALLOWS ELIGIBLE EMPLOYEES TO RECEIVE A BONUS WORTH \$5,000-\$10,000 OVER THREE ANNUAL INSTALLMENTS

YOU CHOOSE: One month's worth of

Scan the QR code with a camera app to watch the Employee Choice Bonus Plan video!



Cash Payout

Redo that kitchen or paydown debt.

It's all yours.



Leave Time

Take a little extra time off and enjoy yourself.

You've earned it.



Deferred Compensation

Reduce some taxable income and receive it later.

Why not?



**STANISLAUS
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Take Your Place.



clubwellness
myclubwellness.org

Employee Choice Bonus Plan

UNDERSTANDING THE DETAILS



JOIN OUR TEAM BY JUNE 30TH, 2025 TO BE ELIGIBLE!

The following Employee Choice Bonus Plan is designed to allow eligible employees, current active full-time employees or those hired full-time on or before June 30, 2025, to choose one of the three bonus incentive options (one-time option, non-revocable) they would like to receive:



Option 1 **BONUS CASH PAYMENT**

(Default if employee declines to make a choice)

- One month of salary (168 hours) paid in cash over three annual installments at the highest step or top of band of the classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.



Option 2 **BONUS LEAVE TIME**

- 168 hours of bonus leave time allocated within three annual installments.
- Bonus Leave Time would be administered in the same capacity as standard vacation including compensation rate, request and approval, and reporting expectations.
- Bonus Leave Time will have no cash value and cannot be cashed out at resignation, termination, or retirement.
- Must use the bonus leave time prior to the expiration date, as there is no carry over after the bonus leave time expires.



Option 3 **BONUS DEFERRED COMPENSATION CONTRIBUTION**

- One month of salary (168 hours) paid over three annual installments into the employee's Nationwide Deferred Compensation account at the highest step or top of band of classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.

Eligibility for Employee Choice Bonus Plan



- Must be an active full-time employee on each vesting date and during the pay period of the payment date to receive each payment.
- Full-time employees on an unprotected unpaid leave on the vesting date are ineligible for that specific payment.
- Employees that separate from full-time service prior to a vesting date will no longer be eligible for that specific payment.
- Employees that receive one or two payments, separate from full-time service and then return to full-time service are excluded from eligibility to receive further payments of any kind.
- Employees that leave full-time service prior to receiving any payments, and then return to full-time service on or before June 30, 2025, are eligible to receive future payments in accordance with their new hire date.



COMPENSATION & BENEFITS

Approximate Annual Base Salary:
\$84,177-\$126,276 Annually

The County of Stanislaus provides a competitive and comprehensive benefits package for regular full-time County Managers including:

- Excellent retirement benefits (2% at approximately age 62 formula)
- Medical, dental, vision, and basic term life insurance plans
- County paid Deferred Compensation at 1.5% of base salary
- 2 weeks annual vacation upon entering County service
- 32 additional vacation hours annually
- 56 hours administrative/management leave per year (does not carry over)
- 96 hours of sick leave annually
- 12 paid holidays annually
- \$900 annual Professional Development reimbursement
- Car allowance upon Department Head approval
- Moving allowance recruited from out-of-County
- Disability protection
- Optional participation in Flexible Spending Account programs
- Optional Supplemental Life & AD&D insurance plans
- Employee Assistance Program

Details available upon request

RECRUITMENT INCENTIVES:

Employee Choice Bonus Plan:

Stanislaus County now offers an employee bonus worth up to \$10,000 or 21 additional days of leave time! Visit stanjobs.org for details.

Career Ladders:

We offer valuable tools to help plan your career with Stanislaus County. Find ways to grow and develop within the organization— from Accounting to Public Safety to IT.

Learning Institute:

Whether you're a new employee or looking to acquire new skills, our Learning Institute offers a chance to take on new challenges and ways to consistently hone and improve skills.

WELLNESS BENEFITS

The Mission of Club Wellness is to facilitate and encourage the "good health" of the county workforce.

"Good health" is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.



CLASSIFICATION INFORMATION

Unless otherwise provided, this position is part of the Unclassified Service of the County and is considered "at-will" and is designated Management for labor relations purposes.

The individual selected will participate in the Stanislaus County Pay-for-Performance program, as well as receive additional benefits.

APPLICATION PROCEDURES/FINAL FILING DATE: APPLY BY DATE JUNE 27, 2024

Oral Examinations are tentatively scheduled for the week of July 8, 2024

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

Resumes will not be accepted in lieu of a completed application.

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

RECRUITMENT ACCOMMODATIONS

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodations Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

GENERAL QUALIFICATIONS

- Pass County-paid pre-employment job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.

APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

DISCLAIMER

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding(s), and such information prevails over information contained in this flyer. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.