

# County of Santa Cruz

INVITES YOU TO APPLY FOR:

## COMMUNITY MENTAL HEALTH AIDE

**Bilingual (English/Spanish)**

**Candidates Encouraged to Apply**

**Open and Promotional**

**Job # 23-NM3-01**

**Salary: \$4,661 – 5,871 / Month**

**Closing Date: Friday, October 6, 2023**



**THE JOB:** Under supervision, to provide non-professional mental health services in a variety of settings, and perform other work as required. **The eligible list established from this recruitment will be used to fill current and future vacancies during the life of the eligible list. There are currently two vacancies for this position:**

The Medi Cruz Enhanced Care Management Program provides high touch care to individuals with complex needs including those experiencing homelessness, behavioral health issues, substance use disorders, and chronic health conditions. The ideal candidate will have experience working in a social service or health care setting. This entry-level position provides hands-on experience for those interested in case management and programs addressing the social determinants of health.

The second position is with the Medication Assisted Treatment Program at our health centers and street medicine team. This position will be responsible for serving patients in the field primarily. The ideal candidate will be a person with lived experience, able to build rapport quickly and work with some of the most stigmatized and marginalized populations.

**THE REQUIREMENTS:** Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

One year of non-professional experience in a mental health program or facility which involved direct client or patient contact. Substitution: The equivalent of 15 semester units of college credit in a behavioral science, social science or a closely related field may be substituted for up to six months of the required experience.

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Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060

Apply online at: [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)

EQUAL OPPORTUNITY EMPLOYER



**Special Requirements/Conditions: License Requirement:** Possession and maintenance of a valid California Class C Driver License or the ability to provide suitable transportation that is approved by the appointing authority, is required for some positions. **Background Investigation:** Fingerprinting is required. **Special Working Conditions:** Exposure to: All assignments: Exposure to offensive odors such as unwashed people and clothes, human and animal feces; the possibility of infections which may cause chronic disease or death; hostile or violent individuals; and may be exposed to cigarette smoke. Juvenile Hall and Acute/Emergency Services assignments: Exposure to noise, such as people yelling. Children's Service assignment: Exposure to disturbing material, such as photos of abused children; allergens such as poison oak, insect stings or bites, and pollens. Some positions may require lifting objects such as boxes of belongings weighing up to fifty pounds. **Note:** Persons in this classification may be assigned to positions with any of the above working conditions on an emergency, as needed basis. **Other Special Requirements:** Work situations may include evenings, weekends, and holidays.

**Knowledge:** Working knowledge of non-professional mental health intervention principles and techniques used in building social, recreation and living enhancement skills. Some knowledge of group participation techniques and community resources.

**Ability to:** Communicate verbally with children and adults with mental illness or emotional disturbance and their families; establish and maintain cooperative working relationships; provide outreach to a diverse population; maintain patient records and other related documents; facilitate basic, non-professional mental health services in a variety of settings; assist mental health staff with implementation of service plans; apply basic principles of health and human services; learn to input and access information utilizing a computer; drive a vehicle to safely transport clients; distinguish speech and non-speech sounds in noisy environments; intervene and diffuse situations involving combative clients including active restraint when needed; stand and walk for extended periods of time may be required for some positions.

**THE EXAMINATION:** Your application and supplemental application will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental application. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental application. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

**HOW TO APPLY:** Apply online at [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com) or mail/bring an application to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

**Women, and people of color, and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.**

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

## **COMMUNITY MENTAL HEALTH AIDE - SUPPLEMENTAL QUESTIONNAIRE**

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

**NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for moving to the next step in the recruitment process.**

1. Describe your experience with mental health clients. Include any volunteer, support and/or advocacy work you have done. Include any workshops you have attended and/or certificates you have obtained.
2. Describe the education and/or training that has prepared you for the Community Mental Health Aide position.

### **EMPLOYEE BENEFITS:**

**ANNUAL LEAVE** - 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

**HOLIDAYS** - 14 paid holidays per year.

**BEREAVEMENT LEAVE** - 3 days paid in California, 5 days paid out-of-state.

**MEDICAL PLAN** - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

**DENTAL PLAN** - County pays for employee and eligible dependent coverage.

**VISION PLAN** - County pays for employee coverage. Employee may purchase eligible dependent coverage.

**RETIREMENT** - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit is determined by final average compensation of three years. County participates in Social Security.

**LIFE INSURANCE** - County paid \$20,000 term policy. Employee may purchase additional life insurance.

**DISABILITY INSURANCE** - Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

**DEPENDENT-CARE PLAN** - Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

**H-CARE PLAN** - Employees who pay a County medical premium may elect this pre-tax program.

**HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA)** - Employees may elect this pre-tax program to cover qualifying health care expenses.

**DEFERRED COMPENSATION** - A deferred compensation plan is available to employees.

**Note: Provisions of this bulletin do not constitute an expressed or implied contract.**

**LIVE Here**

**WORK Here**

**PLAY Here**