



MENTAL HEALTH ASSOCIATION OF PALM BEACH COUNTY, INC.

www.mhapbc.org

MHA is entering an exciting new era of growth and innovation. Thanks to new funding and expanded support for our programs, MHA is excited to announce a new career opportunity for a Program Associate. This clinical behavioral health position has excellent career potential and is integral to our mission: to promote access to quality behavioral health care through advocacy, education, and outreach services. Come join our staff and help us improve the lives of all Palm Beach County residents.

JOB TITLE: Program Associate
DEPARTMENT: Program
CLASSIFICATION: Full-time, exempt (executive or administrative)
REPORTS TO: CEO
REVISION DATE: January 2012

JOB SUMMARY:

Works as part of a team to improve access in Palm Beach County to integrated clinical and health services. Job duties include program planning, development, implementation, evaluation, grants management, writing and research activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage and help us grow our clinical education programs including our Be Merge Primary and Behavioral Health Integration program and our Care Access and Navigation Services System (CANSS). Duties include:
 - Assess clients' behavioral health needs.
 - Provide navigation to integrated health care, services and support for clients.
 - Provide referrals to providers for integrated behavioral and primary care.
 - Provide support to primary care providers in the form of training in assessing and treating behavioral health problems.
 - Act as client advocates in order to coordinate required services or to resolve emergency problems in crisis situations.
 - Identify services and providers to meet client needs.
 - Refer patients, clients, or family members to community resources or to specialists as necessary.
- Develop professional relationships, and work closely and collegially (including occasionally in their clinical settings), with these community mental health, primary care, and specialty care providers
- Provide training, consultation, and support on an as-needed basis for professionals engaged in integration activities
- Identify third-party payment sources with the clients that are available to pay for the client's care and assist clients in completing insurance forms and identifying new forms of assistance.
- Plan, organize and lead structured programs of counseling, work, and social activities for clients.
- Gather information about community mental health needs and resources that could be used to help people with behavioral health issues.

- Plan and conduct programs to prevent substance abuse or improve community health and counseling services.
- Coordinate, monitor, and evaluate the effectiveness of the provider/patient pairing over time.
- Write interim and final grant reports as required by funders.
- Assure compliance with contractual requirements and good program practices.
- Work with staff to promote MHA programs.
- Participate in the development of the organization's plans and programs as a strategic partner.
- Evaluate and advise on the impact of long range planning, introduction of the program strategies and regulatory action.
- Ability to work collaboratively with organization staff members to form a positive, supportive team atmosphere, and maintain courteous and professional working relationships with organization staff, clients, vendors and outside contacts of the organization.
- Maintain adherence to all organization policies and procedures, including agency safety requirements.
- Assist the CEO with special assignments and any additional duties as deemed appropriate or as needed.

POSITION REQUIREMENTS:

- Licensed clinical social worker, mental health counselor, or other comparable mental health professional designation.
- 2+ years direct service experience with clients preferred.
- Knowledge and understanding of services available in Palm Beach County and Florida.
- Knowledge of behavioral health issues.
- Knowledge of grant research, writing and management.
- Possess knowledge of program development and implementation; corporate compliance, and grants management.
- Excellent verbal and written communication skills.
- Excellent analytical and organizational and planning skills.
- Ability to effectively interact and network with service providers, funding agencies, community groups and the general public.
- Ability and willingness to participate in ongoing professional development activities in order to keep current on new developments in the field and to enhance skills already maintained.

SALARY RANGE:

Commensurate with experience.

Funding for the position is provided by a new grant, renewable up to 3 years based on performance.

NON-DISCRIMINATION STATEMENT:

The Mental Health Association of Palm Beach County does not discriminate against employees or clients on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, familial status or any other characteristic protected by Federal and State law. A non-discrimination clause concerning employment opportunity is incorporated in the Employee Policy and Procedure Manual. The Mental Health Association will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

To apply, please send your resume to info@mhapbc.org. No calls please.