



JOB DESCRIPTION

Job Title: Director of Workforce and Education
Location: Combination of Remote and In-Person
Reports to: Chief Executive Officer
Hours: Full-time; primarily 9:00 am – 5:00 pm, occasional evenings and Saturdays.
FSLA Status: Salary Exempt
Salary and Benefits: Director Yearly Salary Range: \$80,000 - \$90,000. Employer paid medical, dental, vision, acupuncture, chiropractor for employee. Employer 3% retirement contribution.

About Mental Health America of California

Mental Health America of California (MHAC) is a statewide peer-run nonprofit serving people and agencies across California. The mission of MHAC is to ensure that people of all ages, sexual orientation, gender identity or expression, language, race, ethnicity, national origin, immigration status, spirituality, religion, age or socioeconomic status who require mental health services and supports are able to live full and productive lives, receive the mental health supports and services that they need, and are not denied any other benefits, services, rights, or opportunities based on their need for behavioral health services. In accordance with our mission, we believe that every person deserves access to appropriate, voluntary services within the community that are delivered with compassion and respect for each individual's dignity and autonomy.

Through advocacy and education, we strive to achieve these goals. Our organization and affiliates provide a conduit through which statewide coalitions on behavioral health are maintained and work together to promote these values.

Summary: The Director of Workforce and Education (DWE) will report directly to the Chief Executive Officer (CEO) and is responsible for the collaborative management, development, and implementation of the California Association of Peer Supporters (CAPS) Academy, the statewide collaboration with MHAC, Mental Health Association of San Francisco (MHA-SF) and Project Return Peer Support Network (PRPSN). The DWE will bring programmatic innovation to this new statewide collaboration. The DWE will supervise the MHAC Workforce and Education team and will also be responsible for the

management and implementation of other MHAC contract deliverables and community partnerships as developed.

Essential Duties and Responsibilities:

This is not an exhaustive list. Other duties may be assigned as deemed appropriate or necessary by the Chief Executive Officer. Reasonable accommodation will be provided to any qualified person with a medical or psychiatric disability, providing it will not change the essential nature of the position, nor cause undue hardship to the Agency's operations. MHAC (Mental Health America of California) is an equal opportunity employer.

- Recruits, trains, retains, and supervises all MHAC Workforce and Education team in accordance with MHAC's Mission, Vision, Values and Policies and applicable laws and regulations.
- Produces accurate and timely ad hoc and required reporting of programs' status and deliverables.
- In collaboration with statewide partners, delivers a high-quality peer certification training program that prepares students for taking and passing the state exam.
- Leads in assuring that all aspects of the Statewide collaboration are successful, and all activities are seen through the collaborative lens.
- Monitors, updates and collaborates with CAPS team regarding contents of the CAPS Academy website.
- Maintains oversight of survey outcome measures and metrics as well as relationships with organizations, universities and/or research as needed for individual, program and organizational level evaluations.
- Tracks, assesses and documents the operational effectiveness of the CAPS Academy.
- Outreach, engage and nurture current community partners and develop new relationships with additional partners to secure students and financial structures to assist students with paying for the training and to identify other areas of collaboration.
- Collaborates with CEO and CAPS Team to secures funding sources for students to attend and complete the CAPS Academy Training Program.
- Works closely with the CEO to identify and develop programs for organizational growth and sustainability.
- Represents MHAC across the state and nation as a lead and in support of the CEO.
- Represents all of MHAC values in their decision making on a daily basis.

POSITION QUALIFICATIONS & SKILLS:

- Commitment to upholding the mission and values of MHAC.
- A minimum of 3 years of managerial experience.

- BA/BS degree, MA/MS preferred, preferably in the social sciences, public health, social welfare, education, or four or more years of professional experience that corresponds with the responsibilities for this position as noted above.
- Experience managing multiple programs at different stages from pilots to expansion.
- Experience with community engagement strategies, health disparities, cultural and linguistic competency, and culturally responsive education and dissemination strategies.
- Excellent written and oral communication skills; ability to organize and present complex information in a clear, accurate and concise manner.
- Proficiency in public speaking and facilitating presentations.
- Professional-level computer skills including MS 365, MS Word, Excel, PowerPoint, and Teams.
- Ability to move multiple programs/projects forward, organize information, and support the oversight of multiple programs/projects for successful and timely completion.
- Awareness and understanding of workforce development strategies and trends, behavioral health stigma and discrimination.
- Behavioral health knowledge, including familiarity with supports, services and treatments.

Other Position Requirements:

- Lived with a behavioral health challenge at some point in life.
- Experience with managing and supervising staff from diverse backgrounds with differing levels of skills and abilities.
- Willingness and ability to work autonomously, collaboratively and/or under the direction of CEO as needed.
- Ability to lead and develop staff to their full potential while also thinking and acting strategically to ensure the success of MHAC while furthering MHAC's mission.
- Knowledgeable about Peer Provided Services, Consumer Movement and Recovery Oriented Serves preferred and/or graduate of Peer Advocate Certified and/or Peer Specialist Training.
- Excellent organizational, oral and written skills.
- **Experience developing and managing program budgets.**
- Must be able to have a flexible work schedule and willing to work occasional evenings and weekends.
- Possess a current class C driver's license, a vehicle for transportation, proof of valid automobile insurance, the ability to be insured by MHAC liability insurance are conditions of employment.

Bi(Multi)lingual/Bi(Multi)-cultural individuals are strongly encouraged to apply.

HOW TO APPLY

Send a letter of interest and updated resume in MS Word or PDF format to HR@mhac.org with subject line: Director of Workforce and Education.

We will confirm receipt of letter and resume, and will strive to notify applicants of the status of their application as soon as possible. No phone calls about this position, please.

Equal Opportunity Employment Statement

Mental health challenges can affect anyone at any time, regardless of identity or background, consequently the communities we serve are highly diverse. We also recognize the importance of lived experience as an irreplaceable form of expertise and as a basis for building trust and providing effective services. We welcome and strongly encourage people from historically marginalized and economically disadvantaged groups, including people who identify as disabled or neurodivergent, to apply to work with us.

MHAC is committed to providing equal employment opportunities to all qualified applicants for employment and does not discriminate on the basis of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender or gender identity, gender expression, age, sexual orientation, military or veteran status, or any other factor not related to ability to successfully fulfill the requirements of the position.

Heidi L. Strunk
She/Her
President & CEO
Mental Health America of California
www.mhac.org

Programs of Mental Health America of California:

