

Supplemental Documents:

Job Descriptions

1. Program Services Coordinator:

Responsible for the effective implementation of specialized public health programs in the Department of Health and Human Services. Develops and implements program guidelines and plans, identifying and securing funding as appropriate; developing staffing and budget proposals and planning, assigning and reviewing the work of staff to implement the program. Provides administrative direction. Plans, develops and administers policies and procedures. Identifies sources of program funding; manages the grant application and funding processes; prepares grant applications; works with foundations and local funding sources to secure funding. Develops annual and multi-year plans for assigned programs. Interprets state and federal regulations in relation to the programs and ensures compliance with them. Conforms to administrative requirements to obtain and administer funding; administers and approves expenditure of funds; identifies necessary resources and prepares annual plans. Participates in the hiring of assigned staff; recommending selection for management approval. Evaluates employee performance, counsels employees and effectively recommends disciplinary action and other personnel decisions. Oversees the distribution of informational and educational materials to program clients and agencies. Makes presentations to community groups and organizations regarding programs, services and activities. Attends various meetings, committees and conferences related to program goals and objectives. Provides consultation to mental health providers, health care providers and other agencies regarding the specific program objectives and procedures. Directs the maintenance of and/or maintains accurate records and files; prepares reports, correspondence, and a variety of written materials. Coordinates ongoing program needs assessment and adjustments.

2. Senior Housing Specialist:

Plans, assigns, coordinates, directs, and reviews the work of assigned staff. Provides orientation and ongoing training. Assists in program development and the development of policies and procedures. Plans, implements, and evaluates ongoing prevention programs. Coordinates conferences, meetings, programs and speakers. Prepares complex reports of program performance. Represents the County in contacts with the community, advisory boards, other agencies, the media, and the public. Oversees the preparation of educational and publicity materials. Reviews published materials for readability and suitability for distribution. Prepares and maintains reports, correspondence, and other documentation of program activities. Maintains current knowledge of program topics and disseminates new information to program staff. Participates in the evaluation of assigned staff. Assists in monitoring program budgets and provides input into the annual budget process. Provides support, and guidance to Housing Specialist assisting homeless clients and clients in unstable housing situations. Liaise with landlords to create and maintain sustainable housing resources to meet the client need. Collaborate with Housing Specialist on workshops and meetings to help clients find and maintain housing.

3. Housing Specialist:

Assist homeless clients and clients in unstable housing situations. Provide housing-focused case management on complex issues related to housing. Liaise with current and potential

landlords, creating and maintaining a housing resource guide and linking clients to permanent supportive/sustainable housing. Provide support to clients to help find and maintain housing through multiple workshops and individual meetings. Performs one-on-one coaching for project participants. Assists administrative and supervisory personnel in planning, implementation and evaluation of program. Works with various groups and organizations to encourage an interest in programs. Organizes conferences, meetings, programs and speakers. Prepares and maintains periodic reports of program performance and other documentation of program activities. Advises departmental personnel on the use of materials and techniques and community resources. Prepares publicity materials including news releases, pamphlets, newsletters and bulletins to publicize and explain services and programs. Prepares materials for meetings and training sessions. Reviews published materials for readability and suitability. Maintains current knowledge of program topics and issues and recommends improvements as appropriate.

4. Mental Health Clinician:

Evaluates patients in an out-patient setting, including field situations; obtains patient history, completes mental status exam, and develops treatment plans. Provides on-going psychotherapy in short term out-patient environment; makes necessary referrals for patients as needs dictate. Participates as a member of a multi-disciplinary treatment team providing critical clinical input related to patient diagnosis and recommended treatment plans; participates in case conferences and consults with psychiatric staff to review patient cases and medication issues. Performs detailed patient record documentation and maintains caseload records; prepares intake and discharge summaries, progress notes and treatment reviews. Provides testimony and consultation to programs as required; performs program planning to develop and implement services appropriate to assisting psychiatric patients. May serve as case coordinator for assigned patients or clients. Consults with and serves as a liaison with community agencies, and other mental health programs and services to evaluate community health needs and services; educates on needs of specific patient or segment of mental health patient population; advocates for patients. Provide individual counseling sessions for psychiatric screening, assessment, diagnosis, treatment, and counseling services. Provide mental health services specific to HIV. This is a bridge service, offering deeper counseling than a Case Manager or Housing Specialist can while connecting clients to longer term mental health services as they become available. Services individuals who are unable to meet the requirements of the county mental health system or unable to access a private provider because they are uninsured or underinsured.

5. Administrative Analyst:

Plans and organizes administrative studies relating to the activities or operations of the program. Provides liaison and staff support. Determines analytical techniques and information-gathering processes and obtains required information and data for analysis. Analyzes alternatives and makes recommendations regarding such matters as organizational structure, budget development and administration, staffing, facilities, equipment, cost analysis, productivity, policy or procedure modifications, etc. Conducts a variety of special projects and studies related to the functions of the program. Assists in the development and implementation of department or division goals and objectives. May be accountable for assembling information and presenting it to the media. May assist in developing and

administering of the annual budget, including gathering information and monitoring expenditures. Coordinates activities with those of other departments, groups and organizations. Confers with representatives of other governmental agencies, businesses, professionals, citizens' groups, vendors and the public. Provides technical assistance to others on administrative and analytical matters. Prepares technical reports, correspondence and other written materials. Maintains understanding of program grant, appropriation, personnel and budget requirements and their funding sources. Facilitate processing of contracts, agreements, MOUs and subcontracts. Analyze statistical data/information and provides reports as needed.

6. Senior Fiscal Assistant:

Performs a variety of general office support work such as organizing and maintaining various files, typing correspondence, reports, forms, and specialized documents, and proofreading and checking materials for accuracy, completeness and compliance with departmental policies and regulations. Enters and retrieves data and uses such technology to produce reports. Performs difficult or complex accounting or financial office support work. Reviews, reconciles and prepares varied reports, journals, budget, payroll or related fiscal or statistical data. Provides benefits and payroll information to employees. Audits and verifies various information, including source data as well as manual and computer-produced reports. Maintains varied ledgers, audits and reconciles reports, information and data as required. Researches and assembles information from a variety of sources for the completion of forms and preparation of reports. Provides information that requires the use of judgment and the interpretation of policies, rules or procedures.