

Mental Health Association of Alameda County

Job Announcement April 8, 2019

Position Title: Executive Director

Summary: The Executive Director, under the authority of the Board of Directors, is responsible for oversight of all facets of the organization, including but not limited to operations, finance, human resources, business development, community relations, and fundraising.

Background:

The Board of Directors of the Mental Health Association of Alameda County (MHAAC) is looking for an exceptional candidate to serve as their Executive Director. MHAAC is a California nonprofit public benefit corporation organized 61 years ago to assist and advocate for people with mental illness, to support family/caregivers, to advocate for better services and improved public policy and for increased funding for mental health services and support.

MHAAC has a budget of \$4.4M, 40 employees, 4 offices in Alameda County and 1 in San Mateo County.

The Executive Director is the chief administrative officer, accountable to the Board of Directors and responsible for all staff members; five staff members report directly to the Executive Director.

MHAAC is governed by a strong, community oriented Board of Directors, which is committed to MHAAC being a diverse and inclusive organization.

For more information, see the last two pages of this document "Information about the Mental Health Association" and our website at www.mhaac.org

Essential Duties and Responsibilities:

Budgeting & Financial Management

- Manages resources of the agency prudently and responsibly including maintaining expenses within overall budget parameters; implementing and maintaining appropriate accounting procedures and implementing appropriate reporting standards to effectively manage the agency's county fiscal contracts and resources.

Develops and presents an annual budget for Board approval.

- Works effectively with the Chief Accountant, Administrative Manager and agency's external auditors. Ensures that accounting processes are in accordance with Generally Accepted Accounting Principles (GAAP).

Oversees contracts and ensures that contractual obligations are met.

- Oversees the annual fundraising campaign of the Board and meets all timelines.
- Researches and recommends potential new funding streams and/or grant opportunities; writes grant applications; implements newly funded programs.

Program Planning & Implementation

- Collaborates with the Program Directors in implementing and evaluating programs, developing new and expanded programs; makes recommendations to the Board.
- Schedule regular supervisory meetings with Program Directors.

Assists Board to carry out periodic strategic planning activities. Oversees Implementation activities to meet stated objectives.

- Develops and recommends organizational policies for approval, including but not limited to personnel, safety, confidentiality, finances, and quality assurance and information systems.

Ensures that agency practice is in conformance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) standards.

Personnel Management

- Works effectively with the Administrative Manager and the Human Resources Specialist to ensure all policies and procedures of HR management are up to date, and in compliance with Federal, State and local laws.

Develops and recommends employee compensation and benefit packages.

Develops and recommends employee productivity standards and performance expectations, and oversees compliance with performance and productivity standards.

Management Information Systems

- Ensures that information systems are adequate to efficiently carry out the operations of the organization.

Facility Management

- Ensures that facilities are adequate to carry out programs of the agency; and are safe, welcoming, clean and in good repair.

Board & Committee Support

- Supports activities of the Board and its committees, including development of agendas, minutes, and other information required for Board functioning; provides regular reports to the Board regarding agency operations, accomplishments, and challenges; assists the Board in carrying out planned events and activities; assists with Board recruitment and orientation; interprets Board policy to staff members; and keeps the Board up to

date regarding standards, laws, trends, changes in the community and other key developments.

Communications & Community Relations

- Demonstrates excellent written and oral communication skills; is able to represent and speak effectively on behalf of the organization at public gatherings and events, appropriately tailoring the message to the audience; prepares and distributes press releases; represents the agency with government and community groups; and communicates effectively with all MHAAC staff members.

Demonstrates overall professionalism, including the exercise of good judgment and decision-making skills; integrity and honesty; initiative and motivation; organizational skills; tenacity and resilience; and empathy.

Other duties as assigned by the Board.

Policy Advocacy

- Ability to comprehend the goals and likely effects of policy proposals including proposed legislation and ability to communicate this information to others.
- Ability to mobilize others to affect policy proposals or existing policies working in coalitions with other stakeholders.

Minimum Requirements:

1. Minimum of five years' experience in healthcare, mental health or social service administration, including supervision of personnel.
2. Minimum of three years' experience at a senior management level with responsibility for budgeting and financial management; policy development and implementation; planning and program implementation; management information systems; personnel management; fundraising; and other key management tasks.
3. Strong business acumen and understanding of non-profit accounting and tax regulations.
4. Good understanding of government contract management.
5. Knowledge of and skill in using Microsoft Office products, including at a minimum, Word, Excel, and PowerPoint.
6. Excellent written and oral communication skills.
7. Professional demeanor, good judgment, and organizational skills, as well as ability to take initiative and follow-through on tasks and problems.

8. Must have a motor vehicle available for daily use, possess a valid California Driver License, carry vehicle liability insurance with at least \$100,000/\$300,000 limits, and have an acceptable motor vehicle report, as determined by MHAAC's insurance broker.

Preferred Experience:

1. Experience in managing services/programs designed for people with mental health issues and their family/caregivers.
2. Experience in managing services/programs for low-income, multicultural, and/or disenfranchised populations.
3. Knowledge of/experience with the challenges confronting someone with mental health issues or as a family caregiver of someone with mental health issues.
4. Previous experience as an Executive Director or Director.
5. Knowledge of/experience with the Behavioral Health Care system in Alameda County.
6. Ability to address personnel issues and conflicts and find diplomatic resolutions to ensure accountability throughout the organization and to bolster staff morale.
6. Knowledge of the history of mental illnesses and of treatment of people affected by them. Understanding of the sometimes divergent perspectives of people directly affected by mental illness and their family caregivers and of service providers, policy makers and the general public.

MHAAC is an Equal Employment Opportunity employer and does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, gender status, marital status, pregnancy, age, disability, or veteran's status, consistent with applicable state and federal laws. Reasonable accommodations will be provided for applicants with disabilities who self-disclose.

Salary: \$120,000 - \$150,000 per year (DOE). Employee benefits include vacation and sick leave and health/dental insurance.

The Executive Director is an exempt employee and may be required to work occasional evenings and weekends.

To apply: Send a cover letter describing your interest in this position and your resume by postal mail to Executive Director, MHAAC, 954 60th Street, Suite 10, Oakland, CA 94608 or by fax to 510-653-0329 or by email to sjb@mhaac.org For emails, please mention Executive Director in the subject line. Applications will be reviewed as they are received and semi-finalist candidates will be invited to an interview.

Deadline: April 30, 2019.



mental health association

of alameda county

954 60th St., #10, Oakland, CA 94608

Phone 510-835-5010

Email main@mhaac.org

Information about the Mental Health Association

The Mental Health Association of Alameda County (MHAAC) has been serving people with mental illness and their families in Alameda County since 1958. In 2006, MHAAC also began providing Patients' Rights Advocacy Services in San Mateo County.

MHAAC is an independent nonprofit organization governed by a volunteer Board of Directors. MHAAC is an independent local affiliate of the Mental Health Association in California and the national organization Mental Health America.

MHAAC'S ACTIVITIES

The MHAAC engages in two broad kinds of activity. The first involves providing direct assistance to people with mental illness and their families through the following programs:

* ***Family Education and Resource Center (FERC)*** is an innovative family caregiver-centered program that provides information, education and support services to family caregivers of children, adolescents, transitional age youth, adults or older adults with serious emotional disturbance or mental health challenges living in all regions of Alameda County. These services are provided in a culturally sensitive manner, reaching out to people from a variety of language and cultural backgrounds.

FERC offers a telephone warm line/information and referral service, as well as education, training and support for family caregivers. There are resource centers, including lending libraries, in each office. FERC also sponsors family caregiver support and educational groups in various locations around the County. FERC has offices in Fremont, Livermore and Oakland. FERC's warm-line number is 888-896-3372; the main office number is 510-746-1700. Information is also available on its website www.askferc.org

FERC has been providing information, education, support and advocacy services since 2009. As of October 2018, FERC had served more than 22,155 unduplicated family caregivers.

* ***Family Partnership Program*** assists families who have a child or children living with behavioral and/or emotional challenges in several ways including providing peer support and helping a family navigate services offered by County agencies, school systems and other provider agencies. Family Partners have themselves experienced the reality of raising a child or children with behavioral and emotional challenges, so they bring the perspective of a parent/caregiver to their work.

Family Partners stand side by side with parent caregivers to assist in negotiating and resolving conflicts with public agencies including schools. They will assist and accompany families to IEP meetings and in treatment team meetings. Family Partners can help ensure that parent caregivers are seen and heard in meetings concerning their child. The main phone number for the program is 510-383-5129.

(more)

Family Caregiver Advocacy and Support Program specializes in assisting families who have a member with mental illness being served at John George Psychiatric Hospital. The Specialist helps orient families who are new to John George Psychiatric Hospital and the Behavioral Health Care Service system and, often, to having a loved one with mental illness. The Specialist does this by offering Information about the programs which serve people who are struggling with a mental health and/or a substance use problem and about how to navigate these programs to get help. The Specialist often acts as a liaison between family caregivers and service programs and as an advocate for family caregivers. Because the Specialist knows what family caregivers are going through, she offers empathy and support, and often, provides hope. The Specialist is based part-time at John George Psychiatric Hospital and at the MHAAC main office. The direct phone number is (510) 393-9275. The Specialist responds to more than 200 inquiries from family caregivers each month

*** African American Family focused programs**

Since the early '90s, MHAAC has sponsored an African American Family Support Group. The group meets the 4th Tuesday of each month (except for December) from 5:30 - 7:30 p.m. at the main MHAAC office, located at 954 60th ^{Street}, Suite10 in Oakland.

Beginning in July 2017, MHAAC has presented workshops intended to help African American families to talk and learn about and cope with mental illness and/or substance abuse in the family. For more information about these programs, please call (510) 835-5010.

*** Consumer and Family Assistance Office** assists people who are receiving or eligible for Medi-Cal-funded services and their family members with grievances or appeals about mental health or substance use treatment services provided under Alameda County Behavioral Health services. If appropriate, the Consumer Assistance Specialist works with the dissatisfied person(s) and the service provider to resolve the problem(s). This program currently responds to more than 90 calls each month. The direct number is 800-779-0787.

MHAAC staff members are present on a daily basis in psychiatric facilities around the County as they provide the services listed in the next two paragraphs.

*** Capacity & Certification Review Hearing Representation Programs** assist involuntary patients who are said to be lacking capacity to exercise their right to refuse treatment with antipsychotic medication and patients who have been certified as needing up to 14 days of intensive involuntary mental health treatment. The program also represents patients in hearings as needed. On the average, more than 520 clients are assisted each month. (The MHAAC also operates these programs and the Patients' Rights Advocacy Program in San Mateo County.)

*** Patients' Rights Advocacy Program** responds to questions and complaints from patients in psychiatric hospitals/facilities, and other residential settings who feel one or more of their rights have been denied. (Calls are also received from concerned family members or friends on behalf of a relative or friend.) The Program provides education and consultation about laws governing mental health services to consumers and their family caregivers, as well as other members of the community and service providers. It also monitors facilities for compliance with codes and regulations. This program responds to more than 1,000 requests for assistance and complaints per month. The program's direct phone number is 800-734-2504.

The second area of MHAAC activities involves public education and policy advocacy.

MHAAC is the only independent and broadly representative organization in Alameda County working on behalf of people with mental illness and their families to monitor services, influence public policy and educate the public. See the MHAAC website www.mhaac.org for more information. 4 8 2019