



# CALIFORNIA NETWORK OF MENTAL HEALTH CLIENTS

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**\*\*\* NOTE: Only hiring for Far South Region at this time, if you're interested, please note that you will have to relocate to this region\*\*\***

## Job Announcement (new submission deadline) Regional Field Coordinator

The California Department of Mental Health (DMH) is contracting with the CNMHC to assist in implementing all of the consumer related aspects of the Mental Health Services Act (MHSA), specifically, but not limited to: consumer operated programs, the meaningful and effective involvement of consumers at all levels of the Act's implementation, the hiring of consumers in the mental health workforce as well as training of that workforce, and prevention and early intervention activities including the reduction of stigma and discrimination campaigns. The CNMHC has the special expertise, experience and shared values that make it the most effective provider of these services. The MHSA Program enables the CNMHC to provide the education, training, and technical assistance to clients around the State in the implementation of the MHSA, as well as to provide a strong client voice in all aspects of the MHSA, statewide and locally.

In addition, the CNMHC is also contracting with DMH and with the US Department of Health and Human Services (HHS) Substance Abuse and Mental Health Services Administration (SAMHSA) to encourage and promote client-run self-help activities throughout the state. To this end, the CNMHC supports a self-help project in each of five (5) regions.

The CNMHC Regional Field Coordinators' focus is the inclusion of clients at all levels of mental health policy decision-making, with a specific focus on inclusion of unserved and underserved racial/ethnic populations and cultures at the local level. The job is designed for a person who is aware of and can educate others about the special expertise, experience and shared values that make mental health clients the most effective providers of mental health programs, activities, services and supports.

One of the Regional Field Coordinator's primary roles is to assist in providing a strong voice of, by and for mental health clients to be heard on all issues concerning clients and public policies affecting them in government, media, and community.

**Summary:** The Regional Field Coordinator's overarching responsibilities are to provide outreach, education, training and support so as to impart a strong local client voice on all matters that relate to the MHSA and other mental health issues throughout the Region; to coordinate specific annual Regional Projects identified by Regional Members at the annual Regional meeting, to coordinate Regional meetings and networking activities, including but not limited to the annual Regional Membership meeting and the Regional Membership Meeting at the annual Client Forum; and to provide Regional expertise regarding issues and concerns important to the consumer movement.

## Activities

1. Develop and provide on-going education of local clients about the Mental Health Services Act (MHSA), wellness/recovery and self-help programs and activities.
2. Provide on-going education of clients about the client opportunities of the MHSA, including any or all of the following, depending on the needs of the Region:
  - Client-operated self-help and peer support programs
  - Clients' involvement in implementing the MHSA on the local and state levels
  - Hiring of consumers in the mental health workforce
  - State and local Prevention and Early Intervention efforts, including campaigns to address discrimination and stigma and suicide prevention
  - State and local planning and implementation of other MHSA components, as they are rolled out, including:
    - Community Services and Supports
    - Workforce Education and Training
    - Housing
    - Information Technology (IT)
    - Capital Facilities
    - Innovation
    - Integrated Plan
3. Conduct outreach in the region through face-to-face contact, telephone and email communication, including outreach to and education of underserved and unserved populations and cultures in the Region, in collaboration with other CNMHC Staff.
4. Attend relevant MHSA and client meetings, trainings and events.
5. Maintain on-going knowledge base about the MHSA, as well as communication with the Regional Membership to stay abreast of the client perspective on MHSA and other emerging issues.
6. Maintain communications with the Executive Director, the MHSA Director, the MHSA Client Implementation Team, the Office of Self-Help Director, and the Directors of the Region.
7. Participate in weekly calls with the MHSA Director and other Regional Field Staff and weekly "All Staff" calls for training and coordination of projects.
8. Schedule and coordinate the Regional Annual Membership Meeting.
9. Coordinate the Regional Self-Help Project identified by Regional Members, including developing the Project action plan and budget. Note: Time must be budgeted for the completion of the Regional Project and the coordination of Regional meeting(s).
10. Oversee the Regional Project budget.
11. Liaison with the CNMHC office, preparing and submitting semi-monthly time records for salary, written monthly project activity reports and fiscal reports as required.
12. Build Regional Membership.

### **Activities may also include any or all of the following, depending on Regional needs:**

13. Develop and conduct leadership trainings for clients to enhance their ability to advocate and provide the leadership for the client opportunities, both in the MHSA and in general.
14. Provide training for clients and client-run organizations to be effective members of MHSA planning, implementation, and oversight committees.

15. Provide on-going technical support, including moral support, encouragement and links to resources, to local clients in their involvement in the planning, implementation, management and accountability of MHSA programs, especially as it relates to the client opportunities of the MHSA.
16. Provide on-going technical support and referral to clients and counties relating to self-help, recovery/wellness tools and promising and best practices models lead by clients from across the state.
17. Generate a written report following the Regional Annual Membership Meeting.
18. Provide Regional support for CNMHC initiatives.
19. Promote in-kind support for the Regional Project.
20. Other job duties based on specific needs of Region.

### **Qualifications**

- Have direct experience as a mental health client.
- Have a thorough knowledge of the MHSA, including practical experience with the MHSA Stakeholder process, and strength-based wellness/recovery practices.
- Have knowledge of the client opportunities embedded in the MHSA.
- Have a connection to and in-depth knowledge of the consumer/survivor movement and its values.
- Have a connection to and knowledge of the consumer/survivor movement and its values in the Region.
- Have experience with the mental health system, local advocacy and system change.
- Have experience with outreach, inclusion, and organizing strategies.
- Have awareness and cultural sensitivity to special populations and cultures.
- Have experience in training, teaching, and leadership development.
- Have coordination/organizational skills.
- Have good written and spoken communication, organizational and technological skills to do the job required.
- Have experience working collaboratively with mental health professionals, administrators, and constituency groups.
- Have the ability to relate well to people of all diversities.
- Have the ability to travel throughout region and on occasion out of the area travel to trainings and meetings.
- Access to an office or home office space, equipped with internet and phone lines. Note: Computer and phone are provided to full-time Field Staff.
- Have knowledge of budgets.
- Have access to a car or other means of transportation.
- Must live in the same Region as referred to in the job description.
- CNMHC member preferred, but not necessary.
- Bilingual candidates preferred

This position will be supervised by the Executive Director for the organization, and managed by the Administrative Manager. Field Coordinators will be directly supervised by the CNMHC MHSA Director (for MHSA activities, 20 hours per week) and the CNMHC Executive Director or designated Staff (for Regional Project and self-help technical assistance activities, 20 hours per week). Employment is governed by the CNMHC Personnel Policies.

Salary Range: \$30,000 – \$32,000 annually (non-exempt) depending on experience.

Health benefits, paid/sick/vacation time, and paid holidays included.

Hours: 40 hours per week average.

Start date of mid January, 2008.

### **Application Directions**

Please submit cover letter, resume, references, and writing sample by mail, fax, or email by January ~~30~~<sup>1</sup>, 2008

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Call 1-800-626-7447 for more information

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