

MENTAL HEALTH ASSOCIATION OF ALAMEDA COUNTY  
954 60<sup>th</sup> Street, Suite 10  
Oakland, CA 94608  
(510) 835-5010

**FAMILY PARTNER POSITION**

**MEMORANDUM**

TO: All Applicants

FROM: Allison Massey, Program Director, Family Partnership Program

SUBJECT: APPLICATION PROCESS FOR POSITION OF FAMILY PARTNER (100% FTE)

Enclosed is a detailed job description for the position of a **FAMILY PARTNER in Alameda County**.

Work Locations:

Eastmont Town Center  
Children's Specialized Services  
7200 Bancroft Avenue, Suite 125-C  
Oakland, CA 94605

Eden Children's Services  
2045 Fairmont Drive,  
San Leandro, CA 94578

Our offices are open 9:00 am to 5:00pm, Monday-Friday.

A. APPLICATION **DEADLINE July 16, 2018**

Applications must be received in the MHAAC office by 5:00 pm on July 16, 2018. Please submit by email at [main@mhaac.org](mailto:main@mhaac.org) or by postal mail. Faxed applications will not be reviewed.

B. SELECTION PROCESS

Applicants are screened. Finalist applicants are selected and invited to an individual interview(s). Applicants not selected to be interviewed and applicants interviewed and not hired will be notified by mail as soon as feasible after the close of the interview process.

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## POSITION AVAILABLE (FULL TIME)

### **FAMILY PARTNER POSITION**

(Direct Services for the Children's and Young Adult System of Care  
within Alameda County Behavioral Health Care Services)

#### MENTAL HEALTH ASSOCIATION

The Mental Health Association of Alameda County (MHAAC) is an independent, nonprofit organization governed by a volunteer Board of Directors. MHAAC assists and advocates on behalf of persons who have a mental illness and their families.

#### FAMILY PARTNERSHIP PROGRAM

The Family Partnership Program works with a multidisciplinary team to help support the families and caregivers of children and young adults receiving services. Family Partners help families with obtaining community services and support, participate in trainings and education on mental health and special education needs. The Family Partnership Program provides direct services within Alameda County Behavioral Health Care Services serving children and young adults. **Candidates must have "lived experience" as the primary caregiver of a child or immediate family member who is now or has in the past received services from a public child serving agency, i.e. special education, mental health, social services, and/or juvenile justice.**

#### TYPICAL DUTIES AND RESPONSIBILITIES

- ◇ Partner with other professionals as part of ACBHCS multidisciplinary child and young adult services.
- ◇ Assist and mentor families navigating Alameda County System of Care services: behavioral health, special education, child welfare, and juvenile justice.
- ◇ Act as a peer liaison with families and providers.
- ◇ Assist families in obtaining community services and support.
- ◇ Introduce family culture into traditional mental health environments.
- ◇ Distribute information about children and young adult mental health issues to the community.
- ◇ Participate in training, conferences and workshops related to youth and family issues.
- ◇ Must be able to account for and document detailed daily reports within mandatory deadlines.
- ◇ Assist families/caregivers to become empowered and educated as members of their child's treatment team.
- ◇ Provide stigma reduction and increased accessibility to mental health care services.
- ◇ Perform other duties as necessary at request of the Program Director.

#### QUALIFICATIONS

- **Candidates must be, or have been, a primary caregiver of a child or immediate family member who is now or has in the past received services from a public child-serving agency, i.e. special education, mental health, social services, and/or juvenile probation.**
- Possess a valid California driver's license, working vehicle and required insurance.

- Possess a high school diploma, or equivalency certificate, together with any combination of education, training and experience likely to provide the required abilities necessary to perform functions.
- Have three years' experience navigating one or more child-serving agencies as a primary caregiver; relevant post-secondary course work may be substituted for one year's experience.
- Ability to coordinate appointments, schedules, meetings and deadlines while maintaining flexibility.
- Work with our communities and their diversity in ethnicity, socio-economic status, spiritual beliefs, primary languages, political affiliations, sexual orientation and educational backgrounds.

#### ADDITIONAL DESIRED QUALIFICATIONS

- ❖ Preference given to Bilingual/Bicultural candidates who are reflective of the communities served.

**HOURS OF WORK:** 40 hours per week, full-time, including paid lunch break. Hours to be worked are usually Monday through Friday, 9 AM to 5 Pm. However, occupants of this position may be required to work before or after normal business hours at the discretion of the Program Director.

The occupant of this position will be based at the Family Partnership Program office at 7200 Bancroft Avenue, Suite 125-C, Oakland, CA 94605 or Eden Children's Services, 2045 Fairmont Drive, San Leandro, CA 94578. The Family Partner will be required to travel by car to clients and meetings within Alameda County (including the cities of Oakland, Alameda, Berkeley, Albany, Emeryville, San Leandro, Hayward, Union City, Fremont, Dublin, Pleasanton, Livermore, and Newark).

**SUPERVISOR:** The occupant of this position reports to the Family Partnership Program Director.

**SALARY:** \$43,000. Employee benefits include generous vacation, sick leave, and health/dental insurance. Required travel for clients and meetings is reimbursed at 54.5 cents per mile.

**TO APPLY:** Please provide a cover letter with your lived experience and your resume to [main@mhaac.org](mailto:main@mhaac.org) or submit by postal mail to:

Mental Health Association of Alameda County  
954 60<sup>th</sup> Street, Suite 10  
Oakland, CA 94608

Attn: Family Partner Position

***MHAAC is an Equal Opportunity Employer—M/F/D/V***