



## EMPLOYMENT OPPORTUNITY

Tri-City Mental Health Services invites your application for the position of:

### COMMUNITY NAVIGATOR I/II (Full-Time)

HOURLY SALARY: I \$16.9426 - \$22.0250

II \$18.6365 - \$24.2275 (DOQ)

**APPLY BY: OPEN UNTIL FILLED**

#### THE POSITION

Tri-City is looking for **one (1)** Community Navigator I/II whom will promote awareness of mental health issues and the commitment to recovery, wellness, and self-help on the **Community Navigator Team**. The Community Navigator position will appeal to individuals who are inspired by challenges and opportunities presented in working with an engaged and active community. The Community Navigator will report to a MHSA Program Supervisor.

This position is responsible for a variety of ongoing responsibilities including, but not limited to:

- Engaging with people and their families who are in need of services to help them quickly identify currently available community services, including formal and informal supports and services tailored to the particular culture, ethnic, age, and gender identity of those seeking services;
- Recruit community-based organizations, faith-based organizations, and other community groups to become part of an active and ever-growing locally-based support network for people, including those most challenged by mental health issues;
- Follow up with people with whom they have engaged to ensure that they have connected with support structures and received the help they need;
- Use information technology and other means to map and keep up-to-date about the current availability of services and supports in the service area;
- Be a team player and have the ability to work in an environment that requires communication and engagement with the supervisor and other team members;
- Perform other duties as assigned, etc.

#### QUALIFICATIONS

**Community Navigator I:** A bachelor's degree or equivalent degree is preferred, as is personal or professional experience with mental health issues.

#### TRI-CITY FULL-TIME BENEFIT OVERVIEW:

**SALARY:** Merit increases available annually based on performance, budget availability and supervisor approval.

**VACATION:** 80 hours per year, increasing with years of service. Cash out option available.

**HOLIDAYS:** 10 paid holidays per calendar year plus additional 16 hours of floating holidays.

**SICK LEAVE:** 88 hours per year with no cap.

**RETIREMENT:** Tri-City participates in the California Public Employees Retirement System (CalPERS) with a retirement formula of 2% @ 55 for Classic members & 2% @ 62 for PEPRAs members; employee contributes 7% & 6.25%, respectively; no Social Security.

**HEALTH INSURANCE:** Medical (Kaiser HMO), dental (MetLife PPO) & vision (EyeMed) of which Tri-City pays 80% of premiums.

**LIFE INSURANCE:** Paid at 1 times annual salary.

**ADDITIONAL BENEFITS:** STD/LTD & ADD, FSA, EAP, Deferred Compensation (457b), Credit Union, Bilingual Pay, On Call Pay, Employee Referral Program, & paid time off for CME, etc.

[www.tricitymhs.org/careers](http://www.tricitymhs.org/careers)

Considerable experience working in or with community and non-profit organizations, and working with people who need services and their families a must, as is an ability to work with and earn the trust of individuals and groups across different cultures and different income levels.

**Community Navigator II:** A bachelor's degree or equivalent degree is highly desirable, combined with several years of an understanding of mental health issues and network services. Extensive experience working in or with community and non-profit organizations and community outreach, working with people who need services and their families a must, as is an ability to work with and earn the trust of individuals and groups across different cultures and different income levels.

**LICENSE:** Must have & maintain a valid Class C California Driver's License, have a satisfactory driving record and meet Agency's vehicle insurance standards.

**Basic computer skills required.** Preferred candidates will have personal or professional experience with mental health issues, working in or with community and non-profit organizations, working with people and their families who are in need of services, and an ability to work with and earn the trust of individuals and groups across different income levels. Bachelor's degree in Psychology or Sociology and bilingual skills in Spanish or Vietnamese is preferred.

Any combination of education and experience that would provide the required knowledge, abilities and skills may be considered as qualifying. \*Candidates may be hired above the minimum salary range depending on qualifications (DOQ).

Like and follow us!



[www.facebook.com/tricitymhs](http://www.facebook.com/tricitymhs)



[www.twitter.com/tricitymhs](http://www.twitter.com/tricitymhs)



[www.linkedin.com/company/tricitymhs](http://www.linkedin.com/company/tricitymhs)

#### **APPLICATION & SELECTION PROCESS:**

Applications will be received and reviewed through CalOpps website. Those candidates, whose applications indicate that they are most qualified, will be invited to attend an oral interview. If necessary a second and third oral interview will be conducted.

To apply, please visit our Jobs Page at <http://www.tricitymhs.org/jobs> or via CalOpps at: <https://www.calopps.org/node/11282471/recruitments>

You must apply online. Tri-City does not accept fax, email or copy applications. You may include a cover letter and resume, however, resumes are not accepted in lieu of completion of the online application. Questions regarding this recruitment or to request a complete copy of the job description can be directed to:

**Email:** [hr-team@tricitymhs.org](mailto:hr-team@tricitymhs.org)

#### **AN EQUAL OPPORTUNITY EMPLOYER**

Tri-City does not discriminate on the basis of race, color, religion and religious creed, sex, gender, gender identity, gender expression, national origin, ancestry, citizenship status, age, marital status, disability, medical condition, genetic characteristics or information, sexual orientation, military and/or veteran status or any other basis protected by law. Tri-City maintains and enforces a zero-tolerance policy relating to substance abuse and maintains a smoke-free workplace.

[www.tricitymhs.org/careers](http://www.tricitymhs.org/careers)

## ABOUT TRI-CITY

Tri-City Mental Health Services is a public agency serving the diverse communities of Pomona, Claremont, and La Verne.

Established in 1960, Tri-City Mental Health Services (TCMHS) was conceptualized as a comprehensive mental health service provider, dedicated to helping families and individuals of all ages reach their full potential. Through close and dedicated collaboration with the community it serves, TCMHS has successfully created an integrated system of care that ensures access and enhances mental and emotional health. Available services include but are not limited to psychotherapy, clinical case management, medication support, peer-to-peer support, psychoeducation, linkage and referral, vocational training and support, socialization activities, and community outreach.