

Director, Behavioral Health Services (Restricted Funding)  
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=255975>

Downloaded On: Jun. 22, 2025 9:18am

Posted Apr. 21, 2025, set to expire Jun. 30, 2025

<b>Job Title</b>	Director, Behavioral Health Services (Restricted Funding)
<b>Department</b>	
<b>Institution</b>	Mt. San Antonio College Walnut, California
<b>Date Posted</b>	Apr. 21, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Administration - Counseling Services
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**Job Description**

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**Director, Behavioral Health Services (Restricted Funding)**

**Position Number:** CM-231-2024

**Division:** Student Services

**Department:** ACCESS

**FTE:** 1.00

**Term (month/year):** 12 Months/Year

**Annual Salary Step Range:** Steps 1 - 6: \$158,832 - \$184,128

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**Initial Screening Date:** 05/14/2025

**Open Until Filled:** Yes

**Position Description**

**Position Overview:**

**Definition:**

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all behavioral health functions in the management of Student Health Services Centers. Specifically, plans, organizes, schedules, coordinates, and providing administrative direction and oversight of behavioral health functions and activities of the Student Health Services Department. Acts as liaison to facilitate the relationship of patients with resources of the College and community agencies. Takes the lead in administering, developing, coordinating, and evaluating behavioral health services offered to students; developing educational and outreach activities in the prevention, recognizing, and treating psychological and behavioral problems; oversees behavioral health care management.

**Supervision Received and Exercised:**

Receives administrative direction from the assigned managerial personnel. Exercises direct and general supervision over assigned staff.

**Class Characteristics:**

This is a management classification that oversees, directs, and participates in all behavioral health activities of the Student Health Services Department, including planning and development and administration of departmental policies, procedures, and services for behavioral health. The incumbent provides assistance in a variety of administrative, coordinative, analytical, and liaison capacities and serves as a technical expert to the College related to behavioral health policies. Successful performance of the work requires knowledge of behavioral health and education policy and College functions and activities and the ability to develop, oversee, and implement projects and programs in a variety of areas. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering College goals and objectives within general policy guidelines.

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Examples of Essential Functions(Illustrative Only):

1. Manages and oversees Student Health Services Department behavioral health programs, services, and activities.
2. Plans, coordinates, implements, and evaluates student behavioral health services, policies, and programs for the College; develops, recommends, and administers policies and procedures and ensures quality control of programs and services; ensures compliance with federal and state regulations and mandated reporting requirements.
3. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned functions and programs; recommends, within departmental policy, appropriate service and staffing levels.
4. Manages and participates in the development and administration of the departments annual behavioral health budgets and related grants; directs the forecast of additional funds needed for staffing, material, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
5. Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
6. Contributes to the overall quality of the departments behavioral health service by developing, reviewing, and implementing behavioral health services, systems, standards, programs, policies, and procedures to meet legal requirements and College needs; continuously monitors and evaluates the efficiency and effectiveness of behavioral health service delivery methods and procedures; assesses and monitors the distribution of work support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
7. Maintains and directs the maintenance of all medical and mental health records and official department files.
8. Initiates and participates in the development of bid specifications and requests for proposals and the selection of and contract negotiation with outside vendors.
9. Participates in campus-wide behavioral health and safety efforts, including crisis intervention, directs activities and personnel to ensure appropriate community resources and referrals for needed behavioral health services.
10. Plans, organizes, promotes, and directs behavioral health education functions and activities to enhance behavioral health awareness; develops, implements, and conducts special events concerning behavioral health conditions; prepares and delivers oral presentations according to

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discipline and designates others outside of discipline; directs the preparation and distribution of related informational materials.

11. Provides and coordinates behavioral health crisis intervention, including threat assessment, and serves as lead behavioral health professional for the Behavior & Wellness Team; collaborates with staff in the development, implementation, and evaluation of the College, Behavior & Wellness Team, and threat assessment protocols and procedures, and prevention activities; consults with administration, faculty, and staff regarding behavioral health issues of students.
12. Evaluates, treats, and manages acute and serious psychological disorders; maintains confidential records of behavioral health therapy sessions and treatments, including records provided by department staff.
13. Develops and utilizes quality improvement and program outcome measures, including, but not limited to student learning outcomes, student health needs assessments, and utilization statistics; participates in the program review and planning process for Student Health Services; prepares a variety of narrative and statistical reports relevant to behavioral health services.
14. Coordinates behavioral health services and related communications and information between College personnel, administrators, students, hospitals, physicians, paramedics, public health agencies, law enforcement organizations, and others; ensures proper and timely resolution of behavioral health services issues and conflicts.
15. Directs and participates in the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to behavioral health services, patients, projects, programs, personnel, financial activities, and assigned duties; ensures mandated reports are submitted to appropriate governmental agencies according to established timelines.
16. Utilizes critical thinking, sound decision-making, and problem-solving skills with tact, confidence, and diplomacy.
17. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
18. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
19. Participates on and supports employee participation on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
20. Implements, enforces, supports, and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
21. Oversees, leads, and provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
22. Performs other related duties as assigned consistent with the scope of the position.

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**Qualifications**

**Knowledge of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist and accessible academic and work environment.
2. Budget development, administrative principles and practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, procedures, and operational needs.
3. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
4. Principles, practices, theories, and methods of planning, organizing, and directing College health services, operations, and activities, including physical and behavioral health, health education, and outreach functions.
5. Federal, state, and College standards and requirements governing clinical supervisors and trainees in behavioral health services.
6. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
7. Principles, practices, theories, and methods of planning, organizing, and directing College health services, operations, and activities, including physical and behavioral health, health education, and outreach functions.
8. Current healthcare theories, principles, practices, regulations, and methods, issues, and trends.
9. Public health agencies and local health care resources.
10. Principles and practices of technical report writing, and preparation of correspondence and presentations.
11. Modern office practices, methods, and computer equipment and applications related to the scope of responsibility.
12. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
13. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.

**Skills and Abilities:**

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1. Oversee and address gaps in diversity, equity, inclusion, and anti-racism in recruitment and retention of faculty, management, and staff.
2. Implement, advocate for, and communicate the Colleges vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
3. Develop and implement resources and strategies towards the goal of being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environments.
4. Exercise critical thinking and sound decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with ethics, tact, confidence, and diplomacy.
5. Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
6. Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
7. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
8. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, mandating reporting and regulations.
9. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports, correspondence, policies, procedures, and other written materials.
10. Establish and maintain a variety of filing, record-keeping, and tracking systems.
11. Provide a broad range of behavioral health counseling services, including assessment, treatment, and management of psychological conditions relevant to a higher education setting.
12. Direct the daily operations of behavioral health services, developing, and planning the implementation of goals, objectives, practices, and procedures.
13. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
14. Review situations accurately and determine appropriate course of action using established policies and procedures; understand scope of authority in making independent decisions.
15. Communicate effectively through various modalities.
16. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
17. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.

**Education and Experience:**

1. Valid, current licensure in the state of California as a Licensed Marriage and Family Therapist (LMFT); OR
2. Valid, current licensure in the state of California as a Social Worker (LCSW); OR

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3. Valid, current licensure in the state of California as a Psychologist. AND
4. Three (3) full-time equivalent years of relevant leadership experience in health care and behavioral health and wellness.

**Desirable Qualifications:**

1. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
2. Proven track record of participating in programs relating to diversity, equity, inclusion, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

**Licenses and Certificates:**

Possession of, or ability to obtain, a valid California Drivers License by time of appointment.

To apply, visit <https://hrjobs.mtsac.edu/postings/13473>

**Our Mission:** The mission of Mt. San Antonio College is to support all students in achieving their educational goals in an environment of academic excellence. Specifically, the College is committed to providing quality education, services, and workforce training so that students become productive members of a diverse, sustainable, global society. The College pledges to prepare students for lifelong learning through the mastery of basic skills, the achievement of associate degrees and certificates, and the completion of career and transfer pathways. The College will carry out this commitment by providing an engaging and supportive teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. The College is dedicated to serving our community through improving economic achievement, advancing civic engagement, enhancing personal well-being, promoting critical thinking, and enriching aesthetic and cultural experiences.

**Our Vision:** Mt. San Antonio College strives to be regarded as one of the premier community colleges in the nation. We will be viewed as a leader in community college teaching, programs, and services. As a premier community college, we will provide access to quality educational programs and services,



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focusing on student success within a climate of integrity and respect. We will earn this reputation by consistently exceeding the expectations of our students, our staff, and our community.

The College is an equal-opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

The District works to create an inclusive environment that provides a safe haven for international students, veterans, re-entry students, LGBTQIA+ students, and students of various learning styles regardless of citizenship status.

We are committed to hiring Faculty, Staff, and Management who understand how cultural diversity in the academic environment promotes academic excellence, fosters cultural, racial, and human understanding, and provides positive role models for all students.

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### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

N/A

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