

Basic Needs and Mental Health Program Specialist
Copper Mountain College

Direct Link: <https://www.AcademicKeys.com/r?job=264448>

Downloaded On: Oct. 27, 2025 4:44pm

Posted Oct. 27, 2025, set to expire Nov. 20, 2025

Job Title Basic Needs and Mental Health Program Specialist
Department Student Services
Institution Copper Mountain College
Joshua Tree, California

Date Posted Oct. 27, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Student Affairs

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Job Description

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Basic Needs and Mental Health Program Specialist

Salary: \$4,117.22 - \$6,223.45 Monthly

Job Type: Full-Time

Department: Student Services

Closing:

Location: Joshua Tree, CA

Job Number: 2025-10-21BNMHPS

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Position Description

Under the general supervision of the assigned Student Services administrator, the Basic Needs and Mental Health Program Specialist plays a vital role in creating a welcoming, inclusive, and supportive environment for all students. This position assists in operational support to ensure the smooth day-to-day functioning of the Mental Health & Basic Needs Center. The resources and services for mental health and basic needs services include, but are not limited to, support for food security, housing security, transportation support, child care support, health and wellness services, technology support, and support with educational supplies and materials. The ideal candidate is organized, compassionate, equity-minded, and committed to removing barriers to student success through access to mental health support and basic needs resources.

This position will be in Basic Needs in Student Services. This is a 12 month, 40-hour per week position.

Please remember to attach your resume, unofficial transcripts, and a letter of interest or your application packet may not be considered.

Duties and Responsibilities

The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Serve as the first point of contact for students seeking mental health and basic needs resources, ensuring every student is greeted with dignity, respect, and empathy.
- Support daily operations of the Mental Health and Basic Needs Center, including maintaining a calm and confidential front desk environment.
- Schedule student appointments for mental health and basic needs counseling, consultations, and related services.
- Distribute basic needs, health, and wellness provisions, supplies, and resources to students.
- Process emergency financial assistance and grants to students for emergency services.
- Assist in food pantry operations, including inventory tracking, student usage logs, restocking, food distributions, and delivery logistics.
- Assist with day-to-day task coordination and support for student workers (note: no formal supervisory duties).

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- Maintain and update spreadsheets and tracking systems to monitor resource utilization, trends, and inventory.
- Collaborate with community partners and external organizations to support resource-sharing and student referrals.
- Order and manage office and pantry supplies in alignment with basic needs and mental health needs, and budget.
- Process paperwork and data entry of confidential student information into databases and programs.
- Maintain and prepare statistical reports in an accurate and timely fashion in compliance with federal and state requirements, including MIS.
- Assist with outreach efforts, including events, food distributions, and wellness campaigns to raise awareness of available services.
- Promote a culture of care, belonging, and equity, ensuring that all students feel safe and supported in accessing services.
- Perform other related duties as assigned.

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Qualifications

Education and Experience: Any combination of education and experience equivalent to one (1) year college coursework and preferably three (3) years responsible experience in clerical support, including public contact and record keeping duties. Prefer public contact experience serving a diverse client population. Community college experience preferred.

Knowledge of: Public service reception and intake; basic techniques of providing information and service to a program-specific clientele; modern office practices and equipment; computers and software programs; record-keeping and filing techniques; communicate effectively orally and in writing.

Ability to: Learn program organization, policies and services; learn specialized skills and knowledge required in the program; perform clerical work with accuracy; learn to interpret and apply District, state and federal rules, policies and laws; operate a variety of office equipment and to learn to operate program equipment; plan and organize work; meet timelines and schedules; understand and follow oral and written direction.

Required Attachments:

In order for your application to be considered you must attach:

1. A current and complete resume or CV highlighting educational, professional, and applicable experiences.
2. College transcripts from an accredited college or university if education is a requirement of the position (student copies are acceptable for application purposes but official transcripts will be required if hired).
3. A cover letter.

Tentative Timeline:

First consideration will be given to candidates who apply by **November 3, 2025**. Applications will be accepted until the job posting is removed.

Applications will be reviewed in the order in which they are received. Based on the number of applications received, this posting may close without notice.

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*All dates are subject to change based on availability

Equal Opportunity Statement

Copper Mountain College is committed to Equal Employment Opportunity for all persons and to provide educational and employment opportunities free from discrimination on the basis of ethnic group identification, gender identification, national origin, religion, age, veteran status, sex, race, color, ancestry, sexual orientation, or physical or mental disabilities, and other physical or verbal conduct. Inquiries regarding compliance and/or grievance procedures may be directed to the School District's Title IX Officer and/or Section 504/ADA Coordinator.

Supplemental Information

- Ability to read computer screens and handwritten and printed documents.
- Ability to obtain or replace files and records.
- Ability to communicate in person or by telephone.
- Ability to use a variety of office equipment, computer keyboards
- Ability to lift supplies and materials up to 15 pounds

To apply, please visit <https://www.schooljobs.com/careers/cmccd/jobs/5119200/basic-needs-and-mental-health-program-specialist>

Contact Information

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

Contact

Student Services
Copper Mountain College

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