



# COUNTY OF MONO

## JOB ANNOUNCEMENT

<b>FILING DEADLINE</b> Open until Filled First Review: 12/20/17	<b>Wellness Center Associate</b> Part-Time, Temporary Walker, CA	<b>SALARY</b> \$15.00/Hour 10 Hours/Week
---	--	--

The County of Mono is accepting applications for the position of a temporary (not to exceed 1,000 hours), un-benefitted, part-time Wellness Center Associate for the Behavioral Health Department's Walker Wellness Center. Qualified applicants not selected for this position will be placed on a one-year eligibility list from which future vacancies may be filled. Hours and schedule are negotiable for qualified applicants.

### The Position:

The Mono County Behavioral Health Department envisions a Walker Wellness Center that is a hub for community activities and well-being. To make this vision a reality, the Department is seeking a Wellness Center Associate with knowledge of the Walker community who can plan and carry-out weekly programs at the Walker Wellness Center. This Associate will be responsible for designing and teaching one or two structured classes every week, coordinating the community garden, and collaborating with community partners to develop new programming. This Associate will also be responsible for organizing the Walker Wellness Center calendar, advertising events, and reporting basic information about activities and participants. This position will be under general supervision.

### Examples of Duties:

- Provide one or two classes per week (after approval from supervisor)
- Organize community garden
- Coordinate with community partners to provide other weekly programming
- Maintain a schedule avoiding conflicts between groups
- Advertise programs and events to encourage community engagement
- Report basic information about activities and participants
- Provide information and referrals about accessing mental health and/or substance use services to our home office in Mammoth Lakes
- Welcome and assist public and/or Mono County Behavioral Health consumers with computers, microwave, library, etc.
- Maintain and clean facilities as needed
- Keep Wellness Center calendar current and up to date

### Knowledge of:

- Walker community and residents
- Services provided by Mono County Behavioral Health, other County departments, and local organizations
- Peer support for people living with mental illness
- Customer service skills
- General computer skills

### Ability to:

- Make proper referrals to MCBH and/or other county agencies
- Triage "walk-in" requests
- Manage groups of people for class activities
- Follow all county, department, building, and Wellness Center rules and regulations
- Teach basic computer skills
- Monitor computer usage by consumers and public
- Communicate effectively with the public
- Initiate and maintain sign-in sheets for all participants

### Special requirement:

- None

### Training and Experience:

- None

**Selection Process:** The selection process will include: Resume, cover letter, [Mono County Employment Application](#), and an oral interview (weighted 100%).

**Application Process:** For a complete job description and application contact Human Resources. All completed County applications received until the position is filled will be considered, with a first review occurring 12/15/17. E-mailed, mailed, and faxed applications will all be accepted.

**COUNTY OF MONO**

**COUNTY ADMINISTRATIVE OFFICE – Human Resources**

**P.O. Box 696 ~ Bridgeport, California 93517**

**(760) 932-5412 ~ (760) 932-5411 (FAX) website: <http://www.monocounty.ca.gov/>**

**Email: [HR@mono.ca.gov](mailto:HR@mono.ca.gov)**

**EOE/AAE/ADAE**