Position Opening

POSITION: Behavioral Health and APS Training Program Staff Support (For CSE Employees Only)
STATUS: Full-time / Benefitted / Non-exempt
COMPENSATION: $24.00 - $25.00 per hour
DEPARTMENT: School of Social Work
LOCATION: School of Social Work – Butte Hall, room 511
RECRUITMENT ID: 044

RESIDENCY: Candidate must be a California resident. Chico State Enterprises is not a sponsoring agency for staff and management positions (i.e. H-1B Visas).

ESSENTIAL JOB FUNCTIONS: The Behavioral Health and APS Training Program Staff Support position works independently, under general supervision, in support of the MSW Behavioral Health Expansion Program (BHEP), Public Behavioral Health (PBH) and Adult Protective Services (APS) training program grants through the California Department of Health Care Access and Information (HCAI) and CalSWEC at the University of California, Berkeley. The program is comprised of MSW social work students residing throughout 18 counties in the Northern California Superior Region who are committed to working in behavioral health and/or adult protective services. This position works in collaboration with the grant teams to ensure the complete implementation of the grant requirements. Responsibilities include daily oversight of program operations, public relations coordination, financial record keeping for foundation and grant accounts, website and calendar maintenance, outreach, recruitment, and event support.

General Clerical and Programmatic Support:
- Provide general clerical support for the BHEP, PBH and APS grants including tracking student information such as forms, grades, attendance, etc., ordering office supplies, and daily oversight of program operations.
- Coordinate application procedures and logistics including tracking applicants, notifying recipients, and ensuring the completion of all student paperwork.
- Manage programmatic updates for website including writing, editing and formatting content, attending the Cascade training and providing marketing and branding support.
- Work with a semi-remote team to ensure the goals of the BHEP, PBH and APS grants are achieved.

Financial Record Keeping:
- Work with Chico State Enterprise Analyst and Principal Investigators to ensure budget alignment including completion of payee data records, check requests, etc.
- Manage and track operating expenses.
- Complete financial paperwork including timesheets for peer mentors, student stipends, and course buyouts for Behavioral Health and APS teams.

Event Coordination:
- Organize and support the logistics of Behavioral Health and APS events such as orientations, workshops, trainings, and recruitment.
School of Social Work Office Support:
- Provide office support to the School of Social Work including but not limited to greeting visitors, answering phones, attending staff meetings and all school meetings, and working with the office team.

EMPLOYMENT STANDARDS:
- Proficiency in Microsoft suite including Word, Excel and Adobe
- Fluency in using standard office equipment including computers, copiers, phones, etc.
- Work experience with the procedures and practices of working in an office, including excellent customer service in person and via phone
- Experience working independently and as part of a team
- Experience working within a higher education environment with students, staff and faculty or similar environments.

COMPLIANCE REQUIREMENTS:
- Satisfactory completion of a background check (including a criminal records check) is required for employment. Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current Chico State Enterprises employee who was conditionally offered the position.

BENEFITS:
Benefits for employees working 30 hours or more per week include employer paid life insurance ($50,000) and long-term disability; options for health, dental, and vision insurance; FSA; 14 paid holidays including 1 personal holiday; vacation accrual (initially 10 days/year); sick leave (up to 12 days/year); employer contributions to your 403(b) retirement plan (up to 8%).

HOW TO APPLY:
To be considered, submit the following documents by November 30th, 2023. Documents submitted after this date may not be considered.
- Resume

BY DROP BOX: https://csuchico.app.box.com/f/51100bfe051a4b4886490884d1b64106
BY EMAIL: csejobs@csuchico.edu

Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or csejobs@csuchico.edu prior to 5:00 pm on the document deadline date. The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER:
Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises’ policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work.