MENTAL HEALTH SPECIALIST
JOB ANNOUNCEMENT

TITLE	Mental Health Specialist – Thrive Together OC
FLSA STATUS	Non-Exempt
PAY CLASS	Full-Time (40 hours), occasional evenings and weekends as needed.
REPORTS TO	Program Services Manager
LOCATION	Hybrid – in office with opportunity for remote work based on needs.
REQUIREMENT	Ability to drive to partner sites throughout OC

Who is Charitable Ventures and who is Thrive Together OC?

Charitable Ventures was created to make sure nonprofits are resilient, effective, and empowered so they can serve their communities when they are needed most. Aiming to make our community more socially, racially, and economically just, our employees guide and design strategies to effectively address those needs.

In partnership with families, clients, and other community stakeholders, the Thrive Together OC will establish a state-of-the-art, inclusive, county-wide center that offers screening, outreach, consultation and training, and assessment towards the prevention of, and care for, concerns related to early psychosis spectrum disorders for youth and young adults of Orange County (OC).

Do you have a passion for improving access to mental health services and supporting youth and families in your community?

If so, your passions align with the Charitable Ventures/TTOC mission!

What are we looking for in our next team member?

Answer the questions below to see if you may be our new team member!

Are you ready to:

- Support youth, young adults, and families as they navigate mental health services?
- Coordinate care and connect clients with meaningful community resources?
- Build partnerships with schools, healthcare providers, and community organizations?
- Educate the community about early psychosis and available mental health services?
- Work collaboratively with a multidisciplinary team dedicated to prevention and early intervention?
- Positively impact the lives of individuals experiencing mental health challenges?

If you answered yes to any of the questions above, your next career may be waiting for you at Charitable Ventures! And we would love to explore it with you.

Job Summary

The Mental Health Specialist is a dynamic role that combines client support, care coordination, outreach, and program administration. Working closely with licensed clinical staff, the Mental Health Specialist supports individuals and families throughout the referral, screening, and service coordination process while helping expand community awareness of Thrive Together OC services.

This position serves as an important liaison between clients, families, community partners, and the clinical team to ensure timely, compassionate, and coordinated care.

What are the desired qualifications?

Education:

- Bachelor's degree in Psychology, Social Work, Counseling, or a related field required.

Experience:

- Experience working with youth and young adults receiving mental health services.
- Experience in care coordination, case management, behavioral health, or clinical support preferred.
- Knowledge of Orange County behavioral health systems and community resources preferred.
- Experience working with individuals experiencing early psychosis or severe mental illness is highly desirable.

Skills:

- Strong interpersonal and communication skills with a trauma-informed approach.
- Excellent organizational, time management, and documentation skills.
- Ability to collaborate effectively within a multidisciplinary team.
- Ability to maintain confidentiality and professionalism while working with sensitive client information.
- Working knowledge of HIPAA, confidentiality, and documentation standards, or willingness to develop proficiency.
- Understanding of California mandated reporting requirements or readiness to learn and apply them upon hire.
- Ability to recognize crisis situations and appropriately escalate concerns to licensed clinical staff.
- Conversational fluency in Spanish or Vietnamese is strongly preferred.

What the Mental Health Specialist does

- Conduct initial screenings and support client intake under the supervision of licensed clinical staff.
- Coordinate referrals, scheduling, and follow-up communication with clients, families, and community partners.
- Support care coordination by connecting clients to appropriate services and tracking outcomes.
- Maintain accurate, timely documentation in compliance with HIPAA and organizational standards.
- Assist clinicians with assessments, care planning, and client support activities.
- Participate in community outreach, education, and engagement to increase awareness of Thrive Together OC services.

- Build and maintain collaborative relationships with schools, healthcare providers, and community organizations.
- Recognize and appropriately escalate safety concerns, crisis situations, and mandated reporting responsibilities.
- Participate in team meetings, quality improvement initiatives, and required compliance trainings.
- Perform administrative duties and other responsibilities that support the success of the Thrive Together OC program.

Compensation

Commensurate with experience, education, and market the range for this position is $27-$38.00 per hour.

Benefits

- Health insurance (medical, dental, vision); paid time off; company-wide holidays
- 401(k) voluntary employee contribution
- **But the most rewarding benefit is your ability to contribute to building stronger communities!**

Is this job not a right fit for you? Maybe it is for a colleague, friend, or neighbor. Please refer anyone that may be a good fit! And check back for other postings as you may become a team member through *your* unique skills and experiences!

Applications: Please send your cover letter and resume to Raquel@thrivetogetheroc.org

Charitable Ventures is committed to the principle of equal employment opportunity. In all that we do, Charitable Ventures supports it clients, projects, staff and partners through our commitment to equity, economic and social justice, diversity and inclusion, and in ways that uplift our communities' assets and potential.