



CaSONYA THOMAS, MPA, CHC
Director

March 25, 2014

From the desk of Imo Momoh, Cultural Competency Officer:

Re: Update on Community Liaisons Roles and Responsibilities

Background: The community liaison positions are currently being funded by the Mental Health Services Act (MHSA), Prevention and Early Intervention (PEI) – Capacity Building and Technical Assistance (CBTA) funds. These are contract positions and are not classified County job positions. The term of the contract is one-year. This Community Liaison position reports to the Department of Behavioral Health (DBH), Office of Cultural Competency and Ethnic Services (OCCES) and serves as a link between DBH and the community for each of the three (3) PEI Plan initiatives: school-based projects, community-based projects, and system enhancement projects.

Roles and Responsibilities: Community Liaisons perform a broad range of duties including but not limited to:

- Work closely with diverse community-based, faith-based, grassroots, and non-profit, organizations to assess the organization's individual and collective capabilities including administrative infrastructure, knowledge, and leadership to determine the readiness of the organization to implement prevention and early intervention projects.
- Demonstrate and provide assistance to diverse organizations on how to develop specific, measurable, and accountable goals and strategies all focused on the organization's vision and goals for the future.
- Plan and coordinate studies of diverse community stakeholder activities, needs and strengths. Identify and engage potential collaborative partners for participation in capacity building activities.
- Develop and conduct culturally and linguistically competent courses, seminars and workshops on substance abuse and mental health prevention and early intervention topics for departmental staff and community groups.

Issue: The CBTA funds will end on June 30, 2014. Any unspent funds will revert back to the State. Therefore funding for these positions will expire.

Recommendation: Due to the Community Liaison contract ending in June and in an effort to sustain the roles and responsibilities performed under this position, OCCES recommends that these duties be performed under a classified permanent county job position. In addition to the aforementioned duties, DBH has found that the position requires an increased level of planning, including budgeting, and program coordination than the original contract position outlined. The position requires development of curricula and community presentation that is culturally and linguistically informed and appropriate by and for the diverse community we serve. This position is unique because incumbents are responsible for higher level collaborations, capacity building/technical assistance and strategic planning.

Current Status: Permanent positions have been requested and are pending approval from the County Administrative Office. Community stakeholders may be asked to participate in the selection interview for the new positions, as appropriate and within County policy.

For further inquiries, please contact Imo Momoh at imomoh@dbh.sbcounty.us or (909) 252-4047.

c: CaSonya Thomas, Director, Department of Behavioral Health

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