



EMPLOYMENT OPPORTUNITY

NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111 • (858) 715-2642

BPSR WELLNESS RECOVERY CENTER CARE COORDINATOR 0000-0710-OC

**SALARY GRADE /
RANGE:**

Range: 48.5 \$18.55021 - \$20.47596 Per hour

EMPLOYMENT

One P/T (20 hours per week) position with Neighborhood House Association Project Enable Program (286 Euclid Ave. Su. 102, San Diego, 92114).

APPLICATION SUBMITTAL INSTRUCTIONS:

This position is opened until filled

Application must be fully completed (per application instructions), signed, dated when submitted. **Also submit copy of document showing proof of registration with the Board of Behavioral Science Examiners as an (IMF) or (ASW) " to be considered.** Applications and job announcements may be obtained at the above address; 841 South 41st Street, San Diego, CA 92113; or you may refer to www.neighborhoodhouse.org.

JOB DUTIES and RESPONSIBILITIES:

Provides ongoing multi-disciplinary care coordination, mental health assessments, individual and group counseling, assistance and support to program clients; rehabilitation and recovery; works with clients to develop service plans; performs crisis intervention as needed; assesses and identifies clients' needs for supportive services on an ongoing basis; performs case management services: assist in obtaining, and/or makes appropriate referrals for necessary or requested services (e.g., housing, vocational, employment, food, etc.); leads specialized psycho-educational and skills development groups; collaborates with other service team members on client concerns; attends, participates in and provides information about assigned clients in service review and care coordination meetings and consultations; requests assistance and guidance from management and professional staff when necessary to address client issues and problems; establishes and maintains contact with community resources to ensure continuity of care (e.g., case managers, conservators); creates detailed documentation of client progress and performs various other administrative functions associated with the program; maintains client charts; updates assigned clients' progress notes; maintains daily log of clients seen; writes necessary communication (e.g., letters for court appearances); completes pre-assessments, intake assessments, updated assessments, and other necessary paperwork, including service plans and service plan reviews; enters necessary data and information.

QUALIFICATIONS:

Education, Experience & Training: Completion of a Master's degree program in social work or counseling from an accredited university with graduate-level internship experience with severely mentally ill clients, including those with a co-occurring disorder; Must be registered with the Board of Behavioral Science Examiners as an (IMF) or (ASW); Experience working with Latino and African-American population preferred; Bilingual English & Spanish preferred.

QUALIFICATIONS (continued):

Knowledge of: Clinical assessment of clients with severe mental illness, counseling theory, and clinical care coordination principles and best practices; cultural and socio-economic issues relevant to providing appropriate rehabilitation and recovery services to special population groups, including Latino, African-American, Transition Age Youth, and LGBT communities; Bio-psychosocial rehabilitation (BPSR) guidelines and principles of care; Bio-psychosocial rehabilitation (BPSR) treatment modalities; brief solution-focused recovery mental health service approach; legal and ethical issues pertaining to delivery of professional services; human behavior theory; local community and mental health resources available to assist the serious mentally ill; group dynamic theories and facilitation methods; diagnostic categories (DSM IV-TR); current trends and issues in the field of behavioral health care

Ability to: Assess and effect appropriate treatment plans for an acute psychotic population; interview for the purpose of acquiring diagnostic information and developing treatment plans; communicate clearly and concisely, both orally and in writing; maintain detailed client documentation; exercise tact, objectivity, sensitivity, strategy and judgment in dealing with a variety of people with mental illnesses; organize, set priorities and exercise sound independent judgment within areas of responsibility; establish and maintain effective working relationships with clients, family members, other professional staff and the public; comprehend and apply laws, regulations, policies and procedures relative to the provision of mental health specialty services; operate a computer using word processing, spreadsheet and database software applications, and operate other standard office equipment.

Licenses & Certification: Must be registered with the Board of Behavioral Science Examiners ; valid Class C California driver’s license; valid current California automobile insurance. **Please Note:** **“Employment will require a criminal background check and clearance.”**

PHYSICAL & MENTAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit for long periods; talk or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; stand and walk; reach with hands and arms; and lift or move up to fifty pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; observe and interpret situations; learn and apply new information or skills; perform work on multiple, concurrent tasks; and interact with program management, staff, clients, care givers and others encountered in the course of work. The employee may have occasional contact with abusive and/or physically violent clients.

APPLICATIONS OF CANDIDATES WHO DO NOT MEET THE STATED POSITION REQUIREMENTS WILL NOT BE CONSIDERED. ONLY THOSE CONSIDERED FOR INTERVIEW WILL BE CONTACTED.

The provisions of this job announcement do not constitute an expressed or implied contract.

SUBMISSION OF APPLICATIONS

Applications must be filled out completely and legibly. Applications may be submitted in person or by mail. All statements on the application will be subject to verification and investigation prior to employment. When a closing date is indicated, applications must be received by or before 4:30 p.m. on that date, unless otherwise stated on this job announcement.

POSITIONS REQUIRING DEGREE/ CREDENTIAL

Where required, an official transcript from an accredited college/university and/or Credential must accompany the application. Applicants who fail to comply with this requirement will not be eligible for interview.

BENEFITS

Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

HOURS

Unless otherwise stated in this job announcement, the normal workweek is eight (8) hours per workday for five (5) workdays (i.e., 40-hours per workweek), although the actual hours of work in the workday may vary between 6 a.m. – 11 p.m. Occasional weekend work may be required.

INTRODUCTORY PERIOD

All non-professional positions have an initial introductory period of six (6) months, and all Union professional positions have an initial introductory period of nine (9) months.

CITIZENSHIP/IMMIGRATION STATUS

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.