



# NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

*Developing children, families and future leaders of our communities through empowerment, education and wellness from our house to yours.*

## JOB ANNOUNCEMENT

### BPSR WELLNESS RECOVERY CENTER CARE COORDINATOR

**APPLICATION DEADLINE:**      **OPEN UNTIL FILLED**

|                              |   |                       |                   |
|------------------------------|---|-----------------------|-------------------|
| <b>Position no. / Range:</b> | 9970/ 48.50                               | <b>Union Status:</b>  | Non- Union        |
| <b>Starting Pay:</b>         | \$18.55- \$20.47 p. hr.                   | <b>No. of Weeks:</b>  | 52                |
| <b>Hours of Work:</b>        | 8:00 am- 5:00 pm                          | <b>Status/ Hours:</b> | Full Time/ Exempt |
| <b>Location:</b>             | 286 Euclid Avenue, Ste. 102, SD, CA 92114 | <b>Dept. Program:</b> | Project Enable    |

#### **Basic Job Assignment:**

Under supervision of the Project Enable Care Coordination Manager, provides clinical care coordination, rehabilitation and recovery services primarily for adult clients, ages 18 to older adults with severe mental illnesses on an outpatient basis, including adults those with a co-occurring disorder; and performs related work as required.

#### **Employment Requirements:**

The ideal candidate is a self-motivated, independent worker who possesses a solid understanding 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, and LGBT communities; Bio-psychosocial rehabilitation (BPSR) guidelines and principles of care; Brief solution-focused and recovery approaches and modalities; Local community and mental health resources available to assist the serious mentally ill; Ability to Assess and effect appropriate treatment plans for adult clients with severe mental illness; Comprehend and apply laws, regulations, policies and procedures relative to the provision of mental health specialty services;-Maintain sensitive and confidential information; communicate effectively orally and in writing with staff, managers, clients/ participants, family members, and individuals of varying levels outside of the department and organization using tact discretion and diplomacy; establish and maintain effective working relationships with all levels of Association management, employees, and others encountered in the course of work; is well organized and is able to plan and prepare in a thorough fashion; Train others in work processes and procedures; Correct English usage, including spelling, grammar and punctuation; and has demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.



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### **Qualifications:**

- 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 adult clients **OR**
- With post Master's experience working with severely mentally ill adult clients, including those with a co-occurring disorder.
- Must be registered with the Board of Behavioral Science Examiners; or is eligible to register with the Board of Behavioral Science Examiners.
- Valid Class C California driver's license and current California automobile insurance;
- Bicultural (preferred)/Bilingual –Spanish English (preferred)
- Experience working with Latino and African-American population preferred.

### **Example of Major Functions:**

- Provides ongoing multi-disciplinary care coordination, mental health assessments, individual and group counseling, assistance and support to adult clients;
- Rehabilitation and recovery;
- Works with adult clients to develop service plans;
- Performs crisis intervention as needed;
- Attends, participates in and provides information about assigned clients in service review and care coordination meetings and consultations;
- Maintains client charts;
- Completes pre-assessments, intake assessments, updated assessments, and other necessary paperwork, including service plans and service plan reviews;
- Assesses and identifies clients' needs for supportive services on an ongoing basis, acts as a resource, performing case management services by assisting in obtaining, and/or makes appropriate referrals for necessary or requested services (e.g., housing, vocational, employment, food, etc.);



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### **APPLICATION SUBMITTAL INSTRUCTIONS:**

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41<sup>st</sup> Street, San Diego 92113; or on the Agency website at [www.neighborhoodhouse.org](http://www.neighborhoodhouse.org). Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111 or scanned/ emailed to: [recruiting@neighborhoodhouse.org](mailto:recruiting@neighborhoodhouse.org).

Applications must be fully completed (per instructions), signed, and dated when submitted. Any applicable supplemental application questions must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your degree transcripts, diploma, or foreign equivalency report and/ or certification to your application. If you are selected for further consideration official degree transcripts may be requested. Please only submit the documents required.

**NOTE:** Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case by case basis.



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### HOW DID YOU HEAR ABOUT THIS POSITION WITH THE NEIGHBORHOOD HOUSE

- ☐ NHA Website ([www.neighborhoodhouse.org](http://www.neighborhoodhouse.org))
- ☐ Jobing.com
- ☐ Indeed.com
- ☐ Edjoin.org
- ☐ Jobs @ Head Start
- ☐ NPworks.org
- ☐ Caljobs.ca.gov
- ☐ Backpage.com
- ☐ CALSAC.org (CA School Age Consortium)
- ☐ Community College or University Website: \_\_\_\_\_
- ☐ Employee Referral: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_

### **BENEFITS:**

Eligible positions receive the following 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.

### **INTRODUCTORY PERIOD:**

All regular appointees serve 6 months introductory period.

### **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.

This Job Announcement is not an offer of employment. The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

**Please note that offers of employment are only valid if they are made by the Human Resources Department**