



# 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

### SUBSTANCE USE CASE MANAGER (PROJECT IN REACH)

**DATE POSTED:** May 29, 2015

**APPLICATION DEADLINE:** OPEN UNTIL FILLED

**Position No. / Range:** 5007/ 50.00  
**Starting Pay Range:** \$19.97 per hour - \$22.05 per hour  
**Hours of Work:** Tuesday- Saturday: 8:30am- 5:30 pm  
**Location:** 5660 Copley Dr. San Diego, CA 92111

**Union Status:** Non-Union  
**Status/ Hours:** Full-time/ Exempt  
**No. of Weeks:** 52  
**Dept. /Program:** Project In Reach

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

Under the supervision of the Project In-Reach Program Director, the Substance Use Case Manager provides services to incarcerated individuals age 18+ with co-occurring substance abuse and/or psychiatric disorders as they prepare to exit detention facilities, including providing individual counseling, group counseling, case management, researching and organizing the necessary community resources in order to support client's transition to the community, and following through to ensure service efficacy; and performs related work as required.

#### **Employment Requirements:**

The ideal candidate will have extensive knowledge and experience in: Cultural and socio-economic issues relevant to providing appropriate case management services to special population groups, including Latino, African-American, and Transition Age Youth; Legal and ethical issues pertaining to delivery of professional services; Human behavior theory; Local community and mental health resources available to assist incarcerated clients; Group dynamic theories and facilitation methods; Diagnostic categories (DSM V); Social, psychological and physical factors of mental, emotional, and substance abuse disorders; Types of illicit drugs and behavior patterns associated with them; Addictive behavior treatment methods; and Community resources. The ideal candidate will also have the ability to: Assess for the purpose of acquiring diagnostic information and developing case management treatment plans; Work with the incarcerated population and correctional staff; 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, correctional staff, other professional staff and the public; Operate a computer using word processing, spreadsheet and database software applications, and operate other standard office equipment; Understand, interpret, explain and apply local, state and federal law and regulations governing mental health programs and correctional facilities; Analyze complex mental health and substance abuse program issues and problems, evaluate alternative solutions and develop sound conclusions, recommendations and courses of action; Communicate clearly and concisely, both orally and in writing; and successfully perform duties in a field-based setting. In addition, the candidate should possess a professional presence, excellent business acumen, be approachable and committed to creating an open and customer focused department, be a collaborative, clear thinker, astute in resolving complex and controversial issues, and has demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.



# 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

### Qualifications:

- Master's degree in social work, psychology, or counseling from an accredited university with graduate-level internship experience with co-occurring disorders is preferred; **AND**
- A minimum of two years of progressively responsible experience in a substance abuse/mental health setting; **AND**
- Minimum of Registered Addiction Specialist (RASII) certification **OR** at least one of the preferred qualifications described below;
  - California State Certified Alcohol and Drug (CADAC) I
  - CADAC II, CAS, M-RAS, RASII, Certified Addictions Treatment Counselor (CATC) or CAAR;
  - Certification as Licensed Advanced Alcohol and Drug Counselor (LAADC);
- Registration and certification with the California Association of Addiction Recovery Resources (CAARR), Breining Institute, or any other certifying organization prior to hire is preferred.
- Experience with motivational interviewing;
- Experience working with Latino and African-American population preferred;
- Experience with the incarcerated population preferred.
- Valid California Driver's License;
- CPR/First Aid Certified;
- Must obtain a TB/Physical prior to commencing employment;
- Bilingual (English/ Spanish) preferred.

### Examples of Essential Functions:

- Provides case management, mental health assessments, individual and group counseling;
- Performs crisis intervention as needed; assesses and identifies clients' needs for supportive services, acts as a partner and resource, performing case management services and client advocacy by obtaining appropriate linkages for necessary or requested services (e.g., mental health, housing, vocational, employment, food, etc.) and following through to ensure service efficacy;
- Collaborates with other service team members on client concerns;
- 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;
- 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;
- Transports clients to their needed linkage resource(s);
- Completes intake assessments, updated assessments, and other necessary paperwork, including service plans and service plan reviews; enters necessary data and information;
- Provides information, presentations and outreach to the community as needed;
- Upholds all Program Safety Policies and Procedures and ensure that clients, staff and program facility are safe at all times;
- Maintains a good rapport, respect and communication with law enforcement or court officials, clients, and community service agencies;
- Monitors, evaluates, and records client progress with respect to case management goals.



# 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

### **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 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 transcripts or diploma or foreign equivalency report and/ or certification to your application. An official copy of your transcripts may be requested prior to an offer of employment. 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.

### **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
- ☐ 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.

**\*Medical and dental benefits are provided to regular employees who work a minimum of 20 hours per week.**

### **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.**