



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

MENTAL HEALTH SPECIALIST- BIH

DATE POSTED: June 2, 2015

APPLICATION DEADLINE: June 7, 2015

****INTERNAL POSTING (FOR CURRENT NHA EMPLOYEES) ONLY****

Position Range:	48.50	Union Status:	Non-Union
Starting Pay Range:	\$18.55 per hour - \$20.47 per hour	Status/ Hours:	Full-time/ Exempt
Hours of Work:	8:00am- 5:00 pm	No. of Weeks:	52
Location:	286 Euclid Ave., Ste. 308, San Diego, CA 92114	Dept. /Program:	Black Infant Health

Basic Job Assignment:

Under the direction of the Program Director for Black Infant Health (BIH) and EHS Coordinator, the Mental Health Specialist performs specialized paraprofessional to professional-level duties to support and assist BIH and Early Head Start (EHS) clients to include: conducting psycho-educational parenting workshops, case management and care coordination responsibilities, with BIH and EHS parents/soon to be parents/family members. This position is a shared position between BIH (0.5FTE) and EHS (0.5FTE).

Employment Requirements:

The ideal candidate will have extensive knowledge and experience in: women's health, including prenatal and postpartum mental health and psychosocial issues; life course perspective; impact of psychosocial, cultural and economic factors on the health of women, their infants and their families; psychosocial risk status of client, including stress, health, social relationship, environment (housing), financial status, transportation that may impact her pregnancy or participation in the BIH Program; prevailing trends and policies in mental health, public health and public welfare; community services, including, but not limited to: social services, mental health, substance abuse treatment programs, domestic violence programs, legal systems, housing and other resources for referral; Federal, state and local laws and regulations applicable to the Black Infant Health and Early Head Start programs and the assigned areas of responsibility and expertise. The ideal candidate will also have the ability to: Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility; interpret, apply, explain and reach sound decisions in accordance with program regulations, policies and procedures. Instruct and train individuals in a group setting and one-on-one; communicate effectively orally and in writing; prepare clear, concise and accurate reports, correspondence and other written materials; exercise tact, objectivity, sensitivity, strategy and judgment in dealing with volunteers, parents and staff.; and organize and maintain specialized documentation; clinical experience in individual and group psychotherapies dealing with individuals in multiple systems of health and social systems; identify behavioral tendencies impacting function, and recommend cognitive behavioral approaches that integrate client strengths into improving functioning; conduct crisis interventions as needed or as resources allow; sound communication and interpersonal skills; critical thinking and problem solving skills; basic administrative skills (i.e. appointment scheduling, documentation, report writing, computer skills); and record keeping and filing practices and procedures. In addition, the candidate should possess a professional presence, be approachable and committed to creating an open and customer focused department, understand and respect the values and beliefs of African American women and the African American community, and has demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.



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Qualifications:

- Master’s Degree in social work, psychology or counseling from an accredited college or university is required; **AND**
- A Minimum one year of professional experience working as a mental health professional that included maternal, infant and child health and/or specialization providing services to African American women;
- Certification in pediatric first aid and CPR must be met within 90 days of employment;

Examples of Essential Functions:

BIH

- Responsible for all initial BIH client enrollments.
- Provides ongoing multi-disciplinary psycho-educational counseling, assessments, and care coordination with BIH clients.
- 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.
- Supports in BIH Outreach and Recruiting of new clients.
- Fully embraces and supports the *BIH Governing Concepts* of cultural competence, client-centered, strength-based, and utilization of cognitive skill building approaches.

EHS

- Conduct psycho-educational trainings and workshops for Head Start parents.

APPLICATION SUBMITTAL INSTRUCTIONS:

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41st Street, San Diego 92113; or on the Agency website at 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.

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

- | | |
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| <input type="checkbox"/> NHA Website (www.neighborhoodhouse.org) | <input type="checkbox"/> NPworks.org |
| <input type="checkbox"/> Jobing.com | <input type="checkbox"/> Caljobs.ca.gov |
| <input type="checkbox"/> Indeed.com | <input type="checkbox"/> Community College or University Website: |
| <input type="checkbox"/> Edjoin.org | _____ |
| <input type="checkbox"/> Jobs @ Head Start | <input type="checkbox"/> Employee Referral: _____ |



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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.