



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

CARE COORDINATOR- PROJECT ENABLE

DATE POSTED: AUGUST 11, 2015

APPLICATION DEADLINE: OPEN UNTIL FILLED

Position no. / Range: 9970/ 50.01

Union Status: Non- Union

Starting Pay: \$20.71- \$22.27 p. hr.

No. of Weeks: 52

Hours of Work: 8:00 am- 5:00 pm

Status/ Hours: Part- Time/ Non- Exempt

Location: 286 Euclid Avenue, Ste. 102, SD, CA 92114

Dept. Program: 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. A typical caseload per full-time staff is 90 cases.

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; Interview for the purpose of acquiring diagnostic information and developing treatment plans; Comprehend and apply laws, regulations, policies and procedures relative to the provision of mental health specialty services; Document and 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. The ideal candidate will also have experience working with culturally and ethnically diverse, low income or no income clients and unique populations and demonstrate cultural competence, awareness, and sensitivity.

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**
- 1-2 years 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 license waived by the State of California **OR** is eligible to register with the Board of Behavioral Science Examiners.
- Valid Class C California driver's license and current California automobile insurance;



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Qualifications (continued):

- Bicultural (preferred)/Bilingual –Spanish English (preferred)
- Experience working with Latino and African-American population preferred.
- Experience operating a computer using word processing, spreadsheet and database software applications, and operate other standard office equipment.
- Knowledge and familiarity with **Cerner (Anasazi)** is preferred.

Example of Major Functions:

- Provides ongoing multi-disciplinary care coordination, individual and group counseling, case management, and rehabilitative support services to TAY and adult clients;
- Rehabilitation and recovery;
- Works with adult clients to develop service plans, specifying goals and objectives, types of services, and therapeutic interventions
- Performs crisis intervention as needed;
- 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.);
- Leads specialized psychotherapy 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 using an electronic health record system, and performs various other administrative functions associated with the program;
- Maintains client charts and care coordination databases;
- 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, updates, and chart reviews;
- Enters necessary data and information in the appropriate files and systems.



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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 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.

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