



# 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

### SOCIAL WORKER (PROJECT IN-REACH)

**DATE POSTED:** September 27, 2016      **APPLICATION DEADLINE:** Open Until Filled

**Position no./ Range:** 4065/ 52.50

**Starting Pay/ Range:** \$23.00- \$26.00 p. hr.

**Hours of Work:** Tuesday- Saturday/ 8:00a- 5:00p

**Location:** 286 Euclid Ave. Ste. 207, SD, CA 92114

**Union Status:** Non- Union

**Status/ Hours:** FT / Exempt

**No. of Weeks:** 52

**Dept./ Program:** Project In- Reach

#### Basic Job Assignment:

Under the supervision of the Project In-Reach Program Director, the Social Worker supports the clinical staff with clinical care coordination to incarcerated severely mentally ill individuals age 18+ as they prepare to exit detention facilities, and 60 days post-release, including case management, care coordination, researching and organizing the necessary community resources in order to support clients' transition to the community, and following through to ensure service efficacy; and performs related work as required.

#### Employment Requirements:

The ideal candidate is a self-motivated, independent worker who possesses a solid knowledge of 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; Local community resources.

The ideal candidate will 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. Demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations is required.



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### **Qualifications:**

- Bachelor's Degree in Social Work from an accredited university required with internship experience working with clients with co-occurring disorders;
- A minimum of two years of progressively responsible experience in a substance use/mental health setting;
- Experience with motivational interviewing and different therapeutic approaches, experience working with Latino and African-American and incarcerated population highly desirable;
- A valid California Driver's License with current, valid California automobile insurance;
- CPR/First Aid Certified;
- TB test required upon hire and must be maintained every three years;
- Bilingual (English/ Spanish) highly desirable;

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

- Provides case management, care coordination, mental health assessments, individual and group services;
- 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;
- Facilitates transportation linkages to community resource(s);
- 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 and writes necessary communication;
- 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/Procedures and ensures that clients, staff and program facility are safe at all times;



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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 and/ or certifications 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 official degree transcripts or diploma or foreign equivalency report and/ or certification to your application. 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 employees 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**