



NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

To enrich lives through a continuum of education and wellness services.

JOB ANNOUNCEMENT

MENTAL HEALTH SPECIALIST- BIH

DATE POSTED: August 8, 2018

APPLICATION DEADLINE:

Open Until Filled

Position Range: 55.0

Starting Pay Range: \$25.00 per hour - \$30.00 per hour

Hours of Work: 8:00am- 12:00 pm

Union Status: Non-Union

Status/ Hours: Full-time/ Non- Exempt

No. of Weeks: 52

**This position will work 20-24 hours per week. Schedule may vary to provide maximum availability for participant assessments and enrollments.*

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), the Mental Health Specialist performs specialized paraprofessional to professional-level duties to support and assist BIH clients and family members including conducting psycho-educational parenting workshops, case management and care coordination responsibilities.

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. 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:

- 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, strengths-based services, and utilization of cognitive skill building approaches.



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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. 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 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.*

ABOUT NHA

The neighborhood House Association is a non- profit organization. Head Start positions are funded in whole or in part by money provided through the State and Federal Government. Additionally, some Social Service Program positions may be funded in whole or in part through grant funds. Because positions and salaries may be funded through grants, and State and Federal funds ongoing employment will be contingent upon the continued receipt of these funds.

BENEFITS:

Eligible employees receive the following benefits: Vacation;

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| • Sick leave; | • 401K Retirement Plan; | • Life & Disability insurance; |
| • 13 paid holidays; | • Medical; | • Supplemental Life & |
| • Two (2) personal days; | • Dental; | Voluntary Products; |
| • Four (4) days annual bereavement leave; | • Flexible Spending Account (FSA); | • Social Security; |

**Medical and dental benefits are provided to regular employees who work a minimum of 30 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