



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

CLINICAL CASE MANAGER (ON-CALL) - PROJECT IN-REACH, CSS

DATE POSTED: November 28, 2018 **APPLICATION DEADLINE:** Open until filled

Position #/Range:	4112/ 53.51	Union Status:	Non- Union
Starting Pay/Range:	\$32 p. hr.	Status/Hours:	On-Call / Non- Exempt
Hours of Work:	25 hours per week	No. of Weeks:	52
Location:	286 Euclid Ave. Ste. 207, SD, CA 92114	# of Positions:	2

Basic Job Assignment:

Under the supervision of the Project In-Reach Program Director, the Clinical Case Manager provides clinical care coordination to incarcerated individuals age 18+ with substance use disorder and/or serious mental illness 60-30 days pre-release, as they prepare to exit detention facilities, court-related cases, and 90 days post-release, including providing substance use and/or mental health assessments, individual counseling, case management, researching and organizing community resources in order to support client's transition to the community; and performs related work as required.

Employment Requirements: The ideal candidate is a self-motivated, independent worker who possesses a solid knowledge of Registered MFT or Registered Social Worker Intern requirements through California Board of Psychology or the California Board of Behavioral Sciences; Cultural and socio-economic issues relevant to providing appropriate case management services and/or crisis intervention 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 use disorders; Knowledge of substance use disorder assessments such as ASI; Knowledge of ASAM; 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



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and in writing. Demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations is required.

Qualifications:

- Master's Degree from an accredited university required;
- License or registration with the California Board of Behavioral Sciences in one of the following:
 - Licensed Marriage and Family Therapist (LMFT);
 - Licensed Clinical Social Worker (LCSW);
 - Associate Marriage and Family Therapist or Associate Social Workers are also acceptable;
- Graduate-level internship experience working with a population with co-occurring disorders is preferred.
- 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 with mental health diagnoses and substance use disorder, experience working with Latino and African-American and the incarcerated population is highly desirable.

Example of Major Functions:

- Provides substance use and/or mental health assessments, case management and individual counseling;
- Performs pre- and/or post-release crisis intervention as needed; assesses and identifies clients' needs for supportive services, acts as a partner and resource, performs 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;
- Refers clients to clinical services which are provided pre- and/or post-release;
- 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;
- 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/ Procedures and ensure 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. 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 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 & sick leave; 13 holidays; Two (2) personal days; Four (4) days bereavement leave; Medical; Dental; Life & Disability Insurance; Social Security; 401K Retirement Plan (w/ 6% company match); Flexible Spending Account (FSA); Supplemental Life & Voluntary Products; Tuition Reimbursement.

**Medical and dental benefits are provided to regular employees who are regularly scheduled to work a minimum of 30 hours per week.*

INTRODUCTORY PERIOD:

All regular appointees serve a six (6) month 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