



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

LICENSED CLINICAL CASE MANAGER – COORDINATED HIV SERVICES

DATE POSTED: December 21, 2018

APPLICATION DEADLINE: Open until filled

Position #/Range: 4141/54.5

Union Status: Non- Union

Starting Pay/Range: \$24.94 - \$27.53 per hour

Status/Hours: FT/Non-Exempt

Hours of Work: Monday - Friday/8:00 a.m. - 5:00 p.m.

of Weeks: 52

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

Dept./Program: HIV/AIDS Case Management

Basic Job Assignment:

Under the supervision of the Program Director, the Licensed Clinical Case Manager provides clinical care coordination to program clients, including mental health assessments, individual and group counseling, case management, researching, and organizing the necessary community resources in order to support client's transition.

Employment Requirements:

The ideal candidate is a self-motivated, independent worker who possesses a solid knowledge of challenges and needs of the HIV population. Cultural and socio-economic issues relevant to providing appropriate case management services to special population groups, including Latino, African-American, and Transition Age Youth; Local community and mental health resources available to assist clients diagnosed with HIV; The most effective intervention strategies to use in providing therapeutic services to adults diagnosed with HIV; Needs of clients diagnosed with HIV; 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; and Community resources; Knowledge of cultural issues, values and beliefs of the target population of adults with SMI; homelessness and co-occurring disorders, relevant to providing appropriate program services; Legal and ethical issues pertaining to delivery of professional services; Assess for the purpose of acquiring diagnostic information and developing case management treatment plans; Maintain detailed client documentation; Demonstrate positive, professional, and tactful communication skills; Demonstrate enthusiasm and motivate clients, establish, and maintain effective working relations with clients and other staff; Set firm boundaries; Creatively solve problems; Ability to read, speak and write English with clarity of expression sufficient to communicate to employees and clients in clear and easily understood terms; Understand and follow written and oral communications; Be dependable, punctual and reliable; Use tact and discretion in dealing with clients; Be committed to company values and mission with ability to demonstrate those positively and proactively to clients, fellow employees, and management in everyday performance and interactions; Act at all times with sensitivity to cultural diversity toward clients and fellow employees; Maintain absolute confidentiality concerning client information; Function independently and as a team member and to foster a positive working environment; Demonstrate empathy, consideration, and respect for fellow employees; Use good grammar, spelling and case note composition skills; Present a professional manner and appearance; Demonstrate excellent organizational skills; Demonstrate excellent time management skills; Ability to respond appropriately in crisis situations.



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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 Registered Associate Marriage and Family Therapist or Associate Social Workers are also acceptable;
- 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, experience working with Latino and African-American and the incarcerated population is highly desirable.
- Bilingual (English/ Spanish) preferred;
- Valid TB test **required** upon hire and must be maintained every four (4) years;

Example of Major Functions:

- Provides mental health assessments, case management, and individual and group counseling;
- Performs crisis intervention as needed;
- Assesses and identifies clients' needs for supportive services, acts as a partner and resources, 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;
- Collaborates with other service team members on client concerns;
- Creates detailed documentation of client progress and performs various other administrative functions associated with the program; Maintain client charts;
- Updates assigned clients' progress notes, maintains daily log of clients seen and writes necessary communication;
- Transports clients to their needed linkage resources(s);
- Completes intake assessments, updated assessments, and other necessary paperwork, including service plans and service plan reviews, entering necessary date and information;
- 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;
- 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 and Community resources;
- Assess for the purpose of acquiring diagnostic information and developing case management treatment plans;
- Maintain detailed client documentation.



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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;

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