



# 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 PROGRAM SUPERVISOR – COORDINATED HIV SERVICES

**DATE POSTED:** December 5, 2018

**APPLICATION DEADLINE:** Open until filled

<b>Position #/Range:</b>	4142/58.0	<b>Union Status:</b>	Non-Union
<b>Starting Pay/Range:</b>	\$29.65 - \$32.73 per hour	<b>Status/Hours:</b>	FT/Exempt
<b>Hours of Work:</b>	Monday - Friday/8:00 a.m. – 5:00 p.m.	<b>No. of Weeks:</b>	52
<b>Location:</b>	286 Euclid Ave. Ste. 207, SD, CA 92114	<b>Dept./Program:</b>	HIV/AIDS Case Management

#### **Basic Job Assignment:**

Under supervision of the Program Director, the Licensed Program Supervisor provides clinical care coordination to HIV positive diagnosis clientele. including mental health assessments, individual and group counseling, case management, researching and organizing the necessary community resources in order to support clients' improving their mental and physical health. Further, the position will provide clinical supervision to our Clinical Case Managers.

#### **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:**

- A typical way of obtaining the knowledge, skills, and abilities above is through graduation from an accredited university with a Master's or Doctorate's Degree in Psychology; Licensed MFT, or LCSW through Board of Behavioral Health Services California;
- Experience working with HIV positive 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, experience working with Latino and African-American and the homeless population is highly desirable;
- Experience providing clinical direction, education, guidance to clinical staff, facilitating weekly clinical supervision meetings, reviewing treatment plans and assessments;
- Experience in a supervisory role preferred;
- CPR/First Aid Certified and a valid TB test **required** upon hire and must be maintained every four (4) years;

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

- Provides mental health assessments, case management, individual, and group counseling;
- 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;
- 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; maintains client charts;
- Updates assigned clients' progress notes, maintains daily log of clients seen and writes necessary communication; Transports or coordinates clients to their needed linkage resource(s) and as necessary;
- Completes intake assessments, updated assessments, and other necessary paperwork, including service plans and service plan reviews; enters necessary data and information into the ARIES database in the required timeframe;
- Ensure the highest quality clinical standards are achieved and reflected in the services provided;
- Act as a consultant for individualized service planning, identifying obstacles to goal achievement, developing a plan to ensure goal achievement, internal referrals, community connections, and legal/ethical/safety issues;
- Ensure the highest quality clinical standards are achieved and reflected in the services provided;
- Assist with coverage of Program Director's duties in case of absence;
- All other related duties as assigned by the Program Director.
- Identification of people who do not know their HIV status and linkage into Outpatient/Ambulatory Health Services;
- Provision of additional information and education on health care coverage options;
- Reengagement of people who know their status into Outpatient/Ambulatory Health Services;
- Enters necessary data and information into the ARIES database in the required time frame;
- Ensure that all client files are accurate, organized, auditable and stored in confidential file cabinets.



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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, delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111, or scanned/mailed 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, 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; 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

### **INTRODUCTORY PERIOD:**

All regular appointees serve a 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**