



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-PROJECT IN-REACH

DATE POSTED: March 5, 2019 **APPLICATION DEADLINE:** Open until filled

Position #/Range: 4132/ 58.00 **Union Status:** Non- Union
Starting Pay/ Range: \$34.00 per hour **Status/Hours:** FT/Exempt
Hours of Work: Monday - Friday 8:00 a.m. - 5:00 p.m. **# of Positions:** 1
Location: 286 Euclid Avenue, Suite 207 – San Diego, CA 92114 **Dept./Program:** Project In- Reach

Basic Job Assignment:

Under supervision of the Project In-Reach Program Director, the Licensed Clinical Case Manager provides clinical care coordination to incarcerated individuals age 18+ with serious mental illness or co-occurring disorders 60-45 days pre-release, as they prepare to exit detention facilities, and 90 days post-release, including providing mental health assessments, diagnosing, individual counseling, researching and organizing the necessary 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 cultural and socio-economic issues relevant to providing therapy and 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; cognitive-behavioral theory, Dialectical Behavior Theory, and evidence-based practices; groups and individual therapy; skills and knowledge in providing prevention and early intervention services; Diagnosing co-occurring disorders; local community and mental health resources available to assist incarcerated clients; group dynamic theories and facilitation methods; social, psychological and physical factors of mental, emotional, and substance use disorders; and 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 and in writing; and successfully perform duties in a field-based setting. The incumbent must have demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.



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Qualifications:

- Licensed as an MFT or Social Worker required;
- A minimum of two (2) years of progressively responsible experience in a substance use/mental health setting required;
- Experience with motivational interviewing, mental health diagnoses, and different therapeutic approaches required;
- Experience working with Latino, African-American, and the incarcerated population is highly desirable;
- Two or more years' experience in management and supervision of staff required;
- Experience reviewing case notes and writing detailed mental health treatment plans;
- A valid California driver's license with current, valid California automobile insurance is required;
- CPR/First Aid Certified or the ability to obtain within the first 90 days of employment;
- TB test required upon hire and must be maintained every four (4) years;
- Bilingual (English/ Spanish) highly desirable.

Example of Major Functions:

- Provides mental health assessments, diagnosing, and individual and possibly group counseling;
- Performs crisis intervention as needed; assesses and identifies clients' needs for supportive services, acts as a partner and resource, assists with 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 follows through to ensure service efficacy;
- Refers clients to clinical services which are provided pre- and post-release;
- Collaborates with other service team members on client concerns;
- Attends, provides information and participates in care coordination meetings and consultations;
- Supervises and directs staff in close collaboration with the Program Director;
- Oversees time star, provides training to staff members, completes staff evaluations, and completes other tasks as assigned;
- Monitors staff progress and assists with professional development;
- Represents Program Director in his or her absence and responds to all inquiries in a timely manner;
- Monitors staff licensures and certifications;
- 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);



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- 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;
- Other duties as assigned by supervisor.



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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/mailed 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 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