

JOB ANNOUNCEMENT BULLETIN



NEIGHBORHOOD HOUSE ASSOCIATION
5660 Copley Drive • San Diego, CA 92111 • (858) 715-2642

BPSR WELLNESS RECOVERY CENTER MANAGER/LEAD CLINICIAN

SALARY: **\$23.36 - \$27.90 Per Hour**

EMPLOYMENT OPPORTUNITY:

One full time position is available with Neighborhood House Association, Project Enable Program.

FILING DEADLINE:

Applications are being accepted until filled. Applications and job announcements may be obtained at the above address or refer to the website www.neighborhoodhouse.org.

DUTIES:

Provides day to day management and operations support to ensure a high performance work environment; provides lead direction, monitors and evaluates work performance of MSWs, Counselors, Interns, Peer Specialist, and Office Assistant; coordinates work activities in the BPSR Wellness Recovery Center; facilitates service review meetings; assists Program Director in implementing and improving program policies and procedures and assembling necessary resources to solve a broad range of programmatic and operational issues.

Lead clinical duties include supervision and provision of bio-psychosocial services such as rehabilitation and recovery services to assigned clients, including those with a co-occurring disorder; assessment; service plans; crisis intervention; facilitation of group counseling sessions and specialized psycho educational classes; collaboration with other service team members and other appropriate individuals on clients' status. **Scope of responsibility:** provides guidance and instruction to other rehabilitation and recovery staff members regarding appropriate treatments for clients; maintains detailed documentation of clients' progress and various other administrative functions associated with the program; reviews and evaluates staff notes and reports; client charts documentation; such as updates and assigned clients' progress notes; maintains daily log of clients seen; writes necessary communication (e.g., letters for court appearances); and conducts internal reviews of clinical team's client files to ensure treatment protocol compliance.

MINIMUM QUALIFICATIONS:

Education, Experience & Training: At least a Master's degree from an accredited college or university in Behavioral Sciences field and three years progressively responsible experience in a mental health setting; or an equivalent combination of training and experience.

Knowledge of: Principles and practices of management and supervision, including budgeting, fiscal management and contract compliance; counseling theory, principles and practices and consultation techniques; cultural and socio-economic issues relevant to mental health. Legal and ethical issues pertaining to delivery of professional services. Familiarity with community and agency resources available to assist the mentally ill; normal and abnormal emotional growth and development patterns; psychological and behavioral dysfunctions occurring in mental disorders or in social disorganization; Bio-psychosocial Rehabilitation and Recovery treatment modalities; knowledgeable of applicable federal, state and local laws and regulations related to contract guidelines for mental health programs; current trends and issues in the field of counseling and psychotherapy.

MINIMUM QUALIFICATIONS (continued):

Ability to: Operate a computer, spreadsheet and database software applications and other standard office equipment; communicate effectively both written and oral, read and interpret data, information and documents; analyze and solve problems, meet deadlines and work on multiple tasks; able to work with an acute psychotic population; provide effective supervision and training to subordinate staff; exercise tact, objectivity and sensitivity in dealing with people with a variety of severe mental illnesses. Organize, set priorities and exercise sound independent judgment within areas of responsibility. Establish and maintain effective working relationships with clients, family members, other professional staff and the public.

LICENSES AND CERTIFICATION:

Candidate must be a licensed mental health clinician such as an MFT, Ph.D., LCSW or Psy.D. Bilingual in Spanish preferred. Experience working with a culturally diverse population preferred. California Driver's License is required, access to automobile and proof of insurance.

Must attach official transcript to be considered.

APPLICATIONS OF CANDIDATES WHO DO NOT MEET THE STATED POSITION REQUIREMENTS WILL NOT BE CONSIDERED. ONLY THOSE CONSIDERED FOR INTERVIEW WILL BE CONTACTED.

The provisions of this job announcement do not constitute an express or implied contract.

SUBMISSION OF APPLICATIONS

Applications must be filled out completely and legibly. Applications may be submitted in person or by mail. All statements on the application will be subject to verification and investigation prior to employment. When a closing date is indicated, applications must be received by or before 4:30 p.m. on that date, unless otherwise stated on this job announcement.

POSITIONS REQUIRING DEGREE/ CREDENTIAL

Where required, an official transcript from an accredited college/university and/or Credential must accompany the application. Applicants who fail to comply with this requirement will not be eligible for interview.

BENEFITS

Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

HOURS

Unless otherwise stated in this job announcement, the normal workweek is eight (8) hours per workday for five (5) workdays (i.e., 40-hours per workweek), although the actual hours of work in the workday may vary between 6 a.m. – 11 p.m. Occasional weekend work may be required.

INTRODUCTORY PERIOD

All non-professional positions have an initial introductory period of six (6) months, and all Union professional positions have an initial introductory period of nine (9) months.

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.