



# STAR VISTA

## JOB POSTING

**JOB TITLE:** BI-LINGUAL MENTAL HEALTH CLINICIAN/INTAKE COORDINATOR

**PROGRAM:** INSIGHTS PROGRAM & GIRLS/ INSTITUTIONS PROGRAM

**SALARY/WAGE:** DOE

**STATUS:** 30-40 hours (Full-Time)

**REPORTS TO:** PROGRAM MANAGERS

### **POSITION PURPOSE AND OBJECTIVES:**

Conducting some English-speaking and all Spanish-speaking Intakes for the Programs. Assisting in oversight of day to day operations of the Redwood City Office and Youth Service Center. Serving adolescents and families with co-occurring substance abuse and mental health disorders. Intake Coordinator/Bi-lingual mental health clinician is to conduct intakes and assign clients to clinician case loads and groups. Bi-lingual Mental Health Clinician/Intake Coordinator is to provide individual, group, family and psycho-educational services for clients. Bi-lingual Mental Health Clinician/Intake Coordinator is to assist in providing support for on-site clinicians and collaborate with program manager, other staff, and clinical supervisors to ensure that high quality substance abuse and mental health services consistent with the agency mission are delivered. Bi-lingual Mental Health Clinician/Intake Coordinator is to support team with maintaining order and cleanliness of sites. Bi-lingual Mental Health Clinician/Intake Coordinator is to support with training staff, facilitating clinician compliance and billing of Medi-cal, as well as Quality Assurance compliance with paperwork, data organization, and collection. Work Monday through Thursday with Friday as a flex day.

### **ESSENTIAL FUNCTIONS:**

1. Weekly supervision with Clinical Supervisor and other staff as appropriate.
2. Provide clinical and case management support in Spanish to program manager, coordinator, and clinicians.
3. Attend internal meetings including case consultation and other meetings as assigned by program manager.
4. Assist in providing support to ensure Medi-cal compliance/billing deadlines are met.
5. Review and ensure appropriateness of client referrals; make admission decisions and assign clients to clinician caseloads and groups.

6. Responsibility for compliance with program guidelines regarding client behavior within the program.
7. Provide individual, group, family, and psycho-educational services for clients and families.
8. Participate actively in the assessment of clients and the development of client treatment and aftercare plans.
9. Maintain confidential records and case notes documenting interventions with clients.
10. Ensure timely submission of monthly, quarterly, and annual statistics to StarVista Admin and Program Manager. Review all program statistics monthly to ensure adequate progress toward goals and outcomes, develop action plan in conjunction with Program Manager if program is not on track.
11. Maintain awareness of contract requirements for programs and ensure that these requirements are met.
12. Ensure timely submission of Medi-cal billings to main office.
13. Responsible for facility cleanliness and reporting facility maintenance needs to the Coordinator and/or Program Manager.
14. Maintain current awareness of issues in the field, specifically issues related to co-occurring disorder assessment and treatment.
15. Cultivate and maintain strong, positive relationships with colleagues in other agencies, administrators of county departments, and other community stakeholders.
16. Collaborate with quality assurance plans for all program records and assure files are ready for quarterly QA of each program to assure adherence with agency, county, state, and federal requirements.
17. Other duties as assigned by the Coordinators, Program Manager, or Department Director.
18. Clinicians provide group therapy, individual therapy and family therapy and case management at Camp Kemp and Youth Service Center (YSC). Applicants need to be comfortable working as part of a multi-disciplinary team (which includes other service providers such as Rape Trauma Services, Art of Yoga, Probation, BHRS, etc.) with clients with challenging issues, and working as part of a team at GIRLS.

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

1. Able to demonstrate coordination/management skills and experience in providing successful supervisory oversight of treatment program activities.
2. Demonstrable and verifiable clinical skills and experience in providing individual, group, and family services. Significant understanding of special issues of individuals referred to substance abuse treatment through law enforcement avenues and individuals involved in multiple county systems.
3. Strong ethical principles reflected in practice, including a thorough understanding of client confidentiality requirements, appropriate clinical record keeping, and federal/state laws governing services delivered in each program.
4. Understanding of diversity issues, willingness to explore self in relation to these issues, and ability to provide culturally informed therapeutic services to diverse clientele.
5. Ability to tactfully and genuinely hold and communicate a management perspective in addition to seeking staff input and demonstrating sensitivity to staff concerns.

6. Strong organization, communication, supervisory, and leadership skills.
7. Ability to function as a member of a multidisciplinary team with diplomacy and professionalism.
8. Ability to work as a team member with staff and upper management to accomplish tasks supporting the agency's mission.

**SUPERVISORY RESPONSIBILITY:**

Oversee and support intern/trainee staff.

**WORKING CONDITIONS:**

Work in a clinical environment, collaborating with management and clinical supervisors to oversee clinicians providing substance abuse services for adolescents, some of whom have co-occurring mental health and substance abuse disorders and involvement in multiple county systems, most of whom are court-ordered.

**MINIMUM QUALIFICATIONS:**

Fluent in Spanish. Demonstrable and verifiable skills, abilities, and qualities commensurate with specific position requirements. Graduate degree in Social Work, Family Therapy, or Psychology. Fluent in Spanish. Registered MFT Intern or ASW, team player, group therapy experience, background in Alcohol and Drug. Available Monday to Friday late morning to evening hours with every other Saturday morning, able to pass fingerprint clearance from San Mateo County Probation Department.

**SUCCESS FACTORS:**

1. Commitment to high standards in clinical practice and familiar with best practices in areas of clinical service.
2. Adept at providing clinical services to clients.
3. Enjoys working with adolescents involved in multiple county systems. Strong interest in system integration efforts and case management.
4. Interest in working with individuals and families of disadvantaged socioeconomic status.
5. Strength based orientation to client and family assessment and treatment.
6. Understanding of and ability to work within a "harm reduction" model of substance abuse treatment.
7. Ability to work as a member of a management team and to promote positive team collaboration and functioning.
8. Ability to work effectively with professionals from other organizations.
9. Well-developed communication and organization skills.
10. Ability to prioritize management tasks and meet deadlines.
11. Collaborates actively with upper management to ensure the success of the program. Reflects strong, principled leadership approach to supervision and coordination/management.
12. Supportive of agency direction, purpose, and mission.
13. Flexibility in meeting changing priorities as the work requires.

14. Able to make logical and sound decisions for appropriate and effective results, understanding of when to seek help rather than use own judgment.

**POSITION STATUS:**

Reports to the Program Manager

Non-Exempt, Part-Time or Full-Time (30-40 hours), Benefits include health, dental, and vision, pro-rated sick leave, vacation, personal days, and holiday pay.

Please e-mail resume to Jessica Sanchez-Martinez, LMFT Program Manager of Insights, [jessica.sanchez-martinez@star-vista.org](mailto:jessica.sanchez-martinez@star-vista.org)