

SPECIAL SERVICE FOR GROUPS
JOB DESCRIPTION

Title: Bilingual Mental Health Therapist
FLSA: Full-Time, Non-Exempt
Pay Range or Rate: TBD

Division: SSG Integrated Behavioral Health Team
Supervisor: Program Director
Revised: September 21, 2016

Summary: Under direct supervision from the Program Director, the Bilingual Mental Health Therapist will screen and assess clients related to co-occurring mental and substance use disorders; provide individual and group therapy, case management, and crisis-intervention counseling as needed. Coordinate referrals/admission to other appropriate SSG programs and services.

Essential Functions:

- Provide psychosocial assessments to clients at clinics, in homes or other offsite locations.
- Provide individual, group therapy and case management services to clients at clinic, in home or other offsite locations.
- Participate in the inter-disciplinary clinical team with in the development of individual treatment plans, goals and discharge plans for the clients.
- Collaborate with family, probation officers, care givers and others in the community as part of the treatment team.
- Complete all documentation in a timely manner.
- Work on other appropriate tasks as assigned by the supervisor.
- Driving is a required aspect of the job (for example: must drive to multiple field sites).
- Maintain and uphold agency policy, procedures and principles.
- Complete documentation in electronic health record system in timely manner.

Secondary Functions:

- As needed, attending/presenting in community meetings, trainings, and/or conferences as related to projects goals.
- Maintain relationships and networks with other service providers and organizations that serve the project's targeted population.
- Report on project successes and barriers for monthly, quarterly and annual evaluation.
- Represent and advocate on behalf of the agency and the community at related collaboratives, planning groups, conferences, and other events as assigned.
- Develop and maintain list of agency and community/mental health resources.
- Attend and actively participate in internal staff in-service and management meetings.
- Other duties as needed.

Minimum Qualifications - Knowledge, Skills and Abilities Required.

- Masters Degree in Social Work, Marriage and Family Therapy, or Psychology.
- Must maintain a current and valid registration and/or license with the California Board of Behavioral Sciences.
- Demonstrated ability to work effectively with people, particularly with culturally/ethnically diverse communities.
- Be familiar with DMH billing and bill COS as appropriate. Possess strong clinical documentation skills.
- Excellent communication skills.
- Bilingual Spanish a MUST-reading, writing, speaking.
- Ability to effectively use word-processing, spreadsheet, PowerPoint and database programs.
- Ability to work independently and within team structure.
- Valid California driver's license, DMV check, reliable transportation, and proof of current automobile insurance required.
- Background check and Verification of employment eligibility required.
- Regular attendance.

Non Essential Qualifications – Desirable knowledge, skills and abilities.

- Ability to perform duties on some weekday evenings and weekend days when required.
- Ability to work overtime, weekends, and holidays when required.

Supervisor Responsibilities

This position does not have formal supervisory responsibilities.

Environmental Conditions (Working conditions)

Conditions mostly suited for an office environment usually desk and chair in a seated position throughout the day. Occasionally, must be able to work in the community or health clinic based settings. Driving in all weather conditions as well as challenging neighborhoods throughout Los Angeles County is required.

Physical Requirements

- Lifting of office equipment, supplies up to 30 lbs.
- Able to listen and communicate verbally.
- Requires ability to adjust and adapt to changing priorities/work schedules.

Mental Requirements

The incumbent in this position must be able to process new information, think, and conceptualize tasks as appropriate.

Application Process:

Please submit cover letter and resume by e-mail to: Carmen Chacón, Program Director at cchacon@ibht.ssg.org.
NO PHONE CALLS PLEASE.