



HORIZONS UNLIMITED OF SAN FRANCISCO, INC.

MENTAL HEALTH SENIOR CASE MANAGER EMIC BEHAVIORAL HEALTH SERVICES JOB DESCRIPTION

Part-time, 30 hours per week
Union Position

Horizons Unlimited of San Francisco, Inc., established in 1965, is a community-based organization located in the Mission District, and offers substance abuse prevention, treatment, employment, and gender specific services, for Latino and other youth of color, ages 12 to 26, and their families, residing in the Mission District and the city and county of San Francisco.

Position: Mental Health Case Manager, EMIC Behavioral Health Services
Reports to: Program Director, Treatment and Gender Specific Programs

Program Summary: The EMIC Behavioral Health Services offered at Horizons provides culturally affirming, population focused, mental health services for TAY youth, ages 16-24, and/or their families. Services include outreach and engagement to raise awareness about the program and services, screening and assessment, wellness activities/groups, individual and group therapeutic services, and case management. This position will serve as the hub for service enrollment, engagement, and coordination; receiving referrals, conducting screenings, connecting clients and/or their family members to both on and offsite services including therapy, facilitate wellness groups, and providing case management to clients which includes direct assistance in gaining access to services, coordination of care, and linkage to appropriate services.

Duties and Responsibilities:

- Conduct outreach activities for the purposes of engaging youth in mental health services, including the development of outreach materials and plans.
- Coordinate and oversee the referral process.
- Conduct client screening/intake to ensure that all individuals are adequately and appropriately served according to their individual needs.
- Complete case management assessment on all clients entering caseload and consistently monitor progress.
- Provide on-going supportive and/or case management functions in accordance with the problems, needs and strategies identified within the case plan in order to help the clients achieve the stated goals and objectives. This includes communicating regularly with schools, probation officers, social worker, family members and other caregivers, regarding client's treatment progress, etc., when appropriate.
- Document and maintain up to date client files while ensuring confidentiality, according to clinical procedures.
- Act as an advocate for clients and families to ensure service delivery.
- Develop and facilitate wellness groups and activities.
- Accumulate knowledge of, and coordinate services with other providers, when appropriate.
- Connect families with needed and available community resources, follow-up with clients and agencies as appropriate to document use/success of referral.



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- Participate in continuing education activities/trainings, remaining knowledgeable in area (s) of expertise.
- Attend weekly interdisciplinary clinical meetings with clinical staff and bi-weekly individual supervision meetings with the Clinical Director.
- Adhere to agency policy, procedures and the professional code of ethics.
- Other duties as assigned by Supervisor.

MINIMUM QUALIFICATIONS:

- BA in Social Work and/or related field and/or a minimum of 2+ years working with at risk youth and their families.
- Knowledge and skills in community based behavioral health care (mental health) and case management experience.
- Experience conducting screenings and keeping client case notes.
- Adept in case plan development and tracking.
- Able to develop and facilitate mental health related wellness groups.
- Must be detail oriented, deadline driven, and able to work independently and take initiative.
- Bilingual (Spanish/English).
- Knowledge of youth service providers in San Francisco preferred.
- Knowledge of clinical treatment, healing arts, intervention techniques, and approaches to youth development, behavior modification, harm reduction, etc.
- Experience working with youth within the juvenile justice system, youth with disabilities, youth with co-occurring disorders, and/or gang-affiliated, etc.
- Able to maintain confidential, accurate, and complete records including documentation of daily encounters; progress notes; weekly and monthly reports, etc.
- Excellent organizational, communication, written, and verbal skills.
- Ability to work as a member of a team and willing to be flexible (that may include working evenings).
- Must be able to pass a Department of Justice background check and clear a TB test before first day of employment.
- This position is under the collective bargaining agreement with SEIU 1021 and in such is subject to enrollment.
- If in recovery, must be clean and sober for a minimum of 2 continuous years.

Compensation and Benefits

This is a full-time, permanent position after successful completion of a 6-month probation period. Eligible for benefits (medical, dental, vision plan, accidental life and AD&D insurance) on the 1st day of the month following 1 full month of continuous employment. Other benefits include paid vacation, sick leave, and holidays. The hourly wage ranges from \$21.25 to 24.62.

Date Posted:

January 8, 2020

Application Deadline:

Open Until Filled

Application Process

Submit cover letter and resume to Vilma Herrera, Program Assistant by email at vherrera@horizons-sf.org or by mail to 440 Potrero Avenue, San Francisco, CA 94110.



HORIZONS UNLIMITED OF SAN FRANCISCO, INC.

Horizons Unlimited of San Francisco, Inc. is an equal opportunity employer, and does not discriminate on the basis of race, culture, age, disability, gender, or sexual orientation. Women and People Of Color Are Encouraged To Apply.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.