



HORIZONS UNLIMITED OF SAN FRANCISCO, INC.

POSITION DESCRIPTION AND JOB ANNOUNCEMENT

MENTAL HEALTH SPECIALIST/THERAPIST

EMIC BEHAVIORAL HEALTH SERVICES

Union Position

Horizons Unlimited of San Francisco, Inc. (Horizons), established in 1965, is a community-based organization located in the Mission District and offers substance abuse prevention, treatment, employment, mental health, and gender-specific services, to Latino youth 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 Title: Mental Health Specialist/Therapist

Reports To: Program Director

Program Summary: Emic Behavioral Health Services is a program of Horizons that provides a variety of culturally rooted and linguistically competent (Spanish and English) mental health and wellness services to Transitional Age Youth (TAY, ages 16-24) and their families. Services include outreach and engagement activities within the community, intake, screenings and assessments for mental health and co-occurring needs, case planning/management and service linkage, wellness groups, and individual/family therapy. Our population includes TAY and their families who traditionally do not pursue mental health services, face stigma in accessing services, and/or who may have unmet and undiagnosed needs.

Position Summary: The Mental Health Specialist/Therapist is responsible for providing therapeutic services to clients and their families. Additionally, and in collaboration with the program's Mental Health Case Manager, this position will jointly assess mental health challenges, and provide input and information needed for coordinated care. Generally, short term therapy is offered (12-16 weeks) in order to stabilize the client and if longer care is needed, care can be extended or linkage to more long-term therapy with trusted community partners will be made.

Duties and Responsibilities:

- Conduct screening, intake, assessment and treatment plan development
- Provide trauma-informed care, culturally competent, therapeutic services and interventions for TAY and their families, both on and offsite if needed (school, home, in the community, etc.).
- Provide individual trauma recovery and family crisis intervention to clients
- Work in collaboration with the Mental Health Case Manager to provide coordinated care for clients and their family
- Participate in clinical and therapeutic consultation/case conferencing with staff in need of support with clients
- Comply with all legal and ethical requirements set forth by the Board of Behavioral Science and with the policies of the Department of Public Health, Behavioral Health



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- Attend Department of Public Health, Mental Health Services Act, TAY System of Care meetings, workgroups, and other activities to build rapport with network providers, stay abreast of trends and best practices, and meet contractual needs
- Participate in Agency, Department of Public Health and/or community events and activities to develop associations and relationships with providers and youth in order to promote program, identify those in need of services, take referrals, and enroll youth in services
- Co-Facilitate wellness group with Mental Health Case Manager
- Provide crisis intervention and consultation via phone and in-person, as needed
- Document and maintain client files while ensuring confidentiality according to applicable policy and procedures and local, state and federal laws; and accurately record services via billing slips
- Perform administrative documentation responsibilities that may include monitoring the maintenance of clinical records, chart review, progress notes, treatment plans, assessments, and daily logs
- Assist in monitoring compliance with funding source, state, and federal requirements
- Conduct clinical trainings with staff and attend outside trainings as needed to inform clinical practice and interventions
- Participate in weekly group supervision meetings, semi-monthly All Staff meetings, and others as requested
- Evening hours and clinical on-duty coverage may be required
- Performs other duties as required by the Program Director

Minimum Qualifications:

- Bilingual Spanish/English required.
- Master's Degree in Social Work, Psychology or related behavioral sciences
- Must be license eligible or CA licensed (registered with the Board of Behavioral Sciences in California or Board of Psychology).
- Ability to provide verification of degree(s) and licenses before start date.
- Education and practice will include interventions based on a variety of theoretical frameworks, including Family Systems, Attachment Theory, Narrative Theory, Sensorimotor and body focused treatment, Somatic therapy, Emotionally Focused Therapy (EFT), Tapping, Mindfulness/Mentalization, Traumatic Memory Processing, and Dialectical Behavior Therapy.
- Minimum of 3 years of relevant experience in assessment, crisis intervention and case management of persons with behavioral health issues.
- Comprehensive knowledge of severely emotional disturbed dynamics, interventions, and treatment.
- Knowledge of San Francisco Community Behavioral Health Services and community resources.
- Experience working in a youth provider non-profit community agency.
- Sensitivity to issues of diversity in the Chicano/Latino/Indigena community, and the ability to work well with people with diverse perspectives, educational levels, cultures, and priorities.
- Must demonstrate ability to work both independently and as a member of a multidisciplinary treatment team.
- Strong communication (verbal and written) and organizational skills.
- Computer skills (e.g., Macintosh, Word, Excel).



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- Ability to meet deadlines and juggle multiple competing deadlines
- Must be able to clear a Tuberculosis (TB) test before the first day of employment and annually.
- Policy requires all staff to be vaccinated for COVID-19 or have an approved reasonable accommodation.
- Complete annual recurrent required training.
- This position is under the SEIU 1021 collective bargaining agreement and is subject to enrollment.
- If in recovery, must be clean and sober for a minimum of 2 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 of the month following 1 full month of continuous employment. Other benefits include paid vacation, sick leave, generous holidays, and professional development opportunities. The position is offered as either a Mental Health Specialist I or II based on licensure and/or experience. The hourly wages range from \$35.71-\$41.78 depending on qualifications and experience.

Date Posted: October 18, 2022

Application Deadline: Open Until Filled

Application Process: Submit cover letter and resume to: Mariana Lopez-Herrera, Program Assistant, via email: officeadmin@horizons-sf.org.

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 BIPOC are encouraged to apply.

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