



HORIZONS UNLIMITED OF SAN FRANCISCO, INC.

Mental Health Senior Case Manager, Full-time 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 use prevention, treatment, employment/workforce development, mental health and wellness, and gender-affirming services, to Latino and all youth of color, up to age 24, and their families residing in the Mission District and throughout the city and county of San Francisco.

Position Title: Mental Health Case Manager, EMIC Behavioral Health Services

Reports to: Program Director, Treatment 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, facilitating 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.
- 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.
- Communicate regularly with schools, probation officers, social workers, family members and other caregivers, regarding client's treatment progress, etc., when appropriate.
- Develop and facilitate wellness groups and activities.
- Document and maintain up to date client files while ensuring confidentiality, according to clinical procedures.
- Complete monthly, quarterly and annual reports as well as daily and monthly service tracking logs.
- Act as an advocate for clients and families to ensure service delivery.
- 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.
- Participate in continuing education activities/trainings, remaining knowledgeable in area (s) of expertise.



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- Attend weekly interdisciplinary clinical meetings with clinical staff and bi-weekly individual supervision meetings with the Clinical Supervisor.
- Adhere to agency policy, procedures and the professional code of ethics.
- Complete mandatory state compliance and other trainings.
- Other duties as assigned by Program Director.

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 clear a TB test before first day of employment.
- 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 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 \$23.05 to \$24.82.

Date Posted:

December 8, 2022

Application Deadline:

Open Until Filled

Application Process

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



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COVID-19 advisory: Horizons operates as an essential service organization and has implemented a COVID-19 Recovery Plan that documents operations, safety protocols, and guidance for the safety of staff and provision of services in accordance with local, state and other Health Orders and guidelines. At the time of this posting, services will primarily be offered in-person, onsite or in local high schools. This is subject to change and Horizons reserves the right to make changes to its Recovery Plan, processes, policies and practices at its discretion.

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.