



## HORIZONS UNLIMITED OF SAN FRANCISCO, INC. POSITION DESCRIPTION AND JOB ANNOUNCEMENT

### **MENTAL HEALTH CASE MANAGER EMIC BEHAVIORAL HEALTH SERVICES**

*Union Position, Full-time*

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, early intervention, 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 San Francisco.

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

**Reports To:** Behavioral Health Program Director

**Program Summary:** EMIC Behavioral Health Services provides culturally affirming 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:**

##### **Outreach and Engagement**

- Conduct outreach activities to engage youth in mental health services.
- Develop outreach materials and plans.

##### **Client Care and Case Management**

- Conduct client screening/intake to ensure appropriate service delivery.
- Complete case management assessments for all clients and monitor progress.
- Provide ongoing case management/linkage services based on client case plans.
- Communicate regularly with schools, probation officers, social workers, family members, and other caregivers about client's service progress.
- Act as an advocate for clients and families to ensure proper service delivery.



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- Develop and facilitate wellness groups and activities.
- Accumulate knowledge of, and coordinate services with other providers.

### **Documentation and Reporting**

- Document and maintain up-to-date client files while ensuring confidentiality.
- Complete monthly, quarterly, and annual reports.
- Maintain daily and monthly service tracking logs.
- Connect families with needed community resources and follow up on referrals.

### **Professional Development and Compliance**

- Participate in continuing education activities/training.
- Attend weekly clinical meetings and bi-weekly individual supervision meetings.
- Adhere to agency policies, procedures, and professional code of ethics.
- Complete mandatory state compliance and other training.
- Perform other duties as assigned by the Behavioral Health Program Director.

### **Minimum Qualifications:**

#### **Experience and 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.
- Experience working with youth within the juvenile justice system, youth with disabilities, youth with co-occurring disorders, and/or gang-affiliated, etc.
- Knowledge of youth service providers in San Francisco preferred.
- Able to maintain confidential, accurate, and complete records, including documentation of daily encounters; progress notes; weekly and monthly reports, etc.

#### **Skills and Abilities**

- Able to develop and facilitate mental health-related wellness groups.
- Must be detail-oriented, deadline-driven, and able to work independently/take initiative.
- Bilingual (Spanish/English).



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- Knowledge of clinical treatment, healing arts, intervention techniques, and approaches to youth development, behavior modification, harm reduction, 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 mornings, evenings and/or on weekends).

### **Job Requirements**

- Policy requires all staff to be vaccinated for COVID-19 or have an approved reasonable accommodation.
- Must be clean and sober for a minimum of 2 years if in recovery.
- Complete annual recurrent required training.
- Must be able to clear a TB test before the first day of employment and annually.
- This position is under the SEIU 1021 collective bargaining agreement and is subject to enrollment.

### **Compensation and Benefits:**

- Full-time position (40 hrs per week), salaried, and permanent after 6-month probation.
- 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.
- Additional benefits include paid vacation, sick leave, generous holidays, and professional development opportunities.
- The hourly wage ranges from \$25.00 to \$29.00.

Date posted:

**January 8th, 2024**

Application Deadline:

**Open Until Filled.**

### **Application Process:**

Submit a cover letter and resume by email at [officeadmin@horizons-sf.org](mailto:officeadmin@horizons-sf.org) or mail to 440 Potrero Avenue, San Francisco, CA 94110.

**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



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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 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.**