Job Description

Clinical Specialist

Manzanita House – Short Term Crisis Program

AGENCY: INTERIM is a private non-profit agency which provides residential treatment, affordable housing, supported education and employment services, case management and social rehabilitation programs for adults with psychiatric disabilities.

SALARY: $67,674 to $88,129 (7 steps) + on-call differential; medical/dental/vision plan, paid vacation and sick leave. Position is eligible for bilingual pay incentive.

HOURS: Full-time, 40 hours/week; exempt; on-call responsibilities on a rotating basis.

QUALIFICATIONS:

Required:
- Master's degree in mental health related field, plus clinical license (Licensed Clinical Social Worker, Marriage and Family Therapist, Psychologist or RN);
- At least four years’ experience in a mental health field;
- Crisis work experience;
- Knowledge of psychiatric disorders;
- Excellent written and oral skills including basic word processing computer skills;
- Culturally competent.

Desirable: Knowledge of substance abuse disorders including drug and alcohol recovery principles.

JOB DESCRIPTION: Under general supervision of the Program Director provides clinical consultation and direct counseling for clients and assessments of client referrals to Interim’s Crisis Residential Program and other programs as assigned; oversight of client’s discharge planning to ensure that clients are moving out of the program when they no longer meet medical necessity; oversight of the structure and curriculum of the Day Program; assisting staff with curriculum development and strengthening group skills. The incumbent is also responsible for overview of client’s treatment services while in the program, providing clinical consultation to staff. The incumbent’s responsibilities also include direct contact with residents, providing individual and group counseling.

ESSENTIAL JOB FUNCTIONS:

1. Program Support/Training
   A. Provides clinical consultation to Program Director and staff.
   B. Participates in or reviews all intakes, assessing for appropriate level of care.
   C. Reviews client charts and assist staff with developing treatment plans.
D. Provides oversight of client’s discharge planning, working closely with County Coordinators/Case Managers.
E. Supervises the Peer Partners for Health Program.
F. Assist staff with curriculum development for the in-house Day Program.
G. Facilitates one or more groups in the Day Program.
H. Provides client centered counseling and crisis intervention when needed.
I. Organizes and implements training program for staff (counselors).
J. Provides back-up support to and supervision of staff, as assigned.
K. Attends weekly staff meetings and other programmatic meetings as assigned by Program Director.
L. Liaison with County Behavioral Health System and other private and public social service and mental health agencies.
M. Other duties as assigned.

2. Administrative Duties
   A. Ensures compliance with HIPAA regulations.
   B. Participates in the monthly County Behavioral Health’s Quality Improvement Committee.
   C. Assist with program compliance with Community Care Licensing regulations and Medi-Cal documentation regulations.

3. Personnel Duties
   Assists Program Director with staff hires, trainings and orientations.

PHYSICAL/SENSORY REQUIREMENTS: Ability to drive an automobile and small passenger van; ability to see well enough to read medication bottles, data on a computer screen, client records, and to discriminate between different types of medications; ability to hear normal conversations and answer telephone.

REQUIREMENTS: Valid California driver's license; automobile in safe operating condition; liability insurance and a good driving record; criminal record clearance; ability to pass physical exam; verification of citizenship or eligibility to work in the United States.

Interim, Inc. is an equal opportunity employer.
Interim, Inc. is guided by the precept that in no aspect of its programs, services or employment shall discrimination or harassment be permitted because of sex, race, color, ancestry, national origin, gender, age, creed, religion, physical or mental disability, genetic characteristics, marital status, medical condition, pregnancy, childbirth or related medical condition, citizenship status, veteran status, military status, sexual orientation, gender identity, gender expression or other characteristics protected by state, federal or local law. To comply with the Americans with Disabilities Act and other applicable laws ensuring equal employment opportunities to qualified individuals with a disability, reasonable accommodations are made for the known physical or mental limitations of an otherwise qualified individual with a disability, unless hardship, direct threat to health or safety, or other job-related consideration exists. Individual who feel that they have been unlawfully discriminated against because of membership in one of the protected classes should contact the following: Director of Human Resources, Interim, Inc., PO Box 3222, Monterey, CA 93942. (831) 649-4522.