# JOB DESCRIPTION

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| **Position Title: Behavioral Health Therapist** | **Classification: Non-Exempt** |
| **Reports to: Clinical Manager/Director** | **Prepared by: Clinical Director** |
| **Department: Behavioral Health** | **Date: August 2020** |

Homeless Health Care Los Angeles (HHCLA) is a nonprofit, community-based organization that provides comprehensive behavioral health and holistic health care to address the unique challenges of people who are experiencing homelessness. Driven by socially conscious Angelenos for fellow Angelenos, HHCLA has been providing a pathway to health, recovery and emotional well-being without bias or judgement for more than 30 years. With a continuum of services that includes counseling, substance use treatment, syringe exchange, overdose prevention, and housing with supportive services, HHCLA seeks to improve the quality of life and capacity for stability of the people they serve, and help them secure and stay in permanent housing.

# POSITION OVERVIEW:

The Mental Health Therapist will work as part of a team coordinating holistic services for Justice- Involved Populations integrating into the community from the Los Angeles County Jail or California State Prison and/or under supervision whom are enrolled in HHCLA’s Project imPACT program. The program will provide assessment, re-entry planning, linkage to community resources and individual and group therapy for Project imPACT participants. The Mental Health Therapist is responsible for overseeing the Project ImPACT mental/behavioral health elements at their respective site and serving as the off-site mental health lead to ensure program efficacy and overall continuity of care.

# PRINICIPAL DUTIES & RESPONSIBILITIES:

* Administer individual and group mental health/behavioral health therapy to clients in accordance with the behavioral health and re-entry program(s) to ensure effectiveness and program participation.
* Utilize and demonstrate the principles of integrated care interventions such as harm reduction, trauma-informed care, mindfulness, stages of change, motivational interviewing and housing first.
* Conduct bio-psychosocial assessments to determine eligibility for behavioral health programs and assess needs and strengths in areas including health, mental health, substance use, housing, family/social support, education, employment, and benefits eligibility.
* Communicate information about program participation to participants, answer questions, and enroll eligible participants.
* Work with participants to develop client-centered treatment plans for addressing their health and social service needs, including re-entry engagement plans as needed should the client become incarcerated during participation.
* Gather information to inform case planning from electronic health system records, Sheriff’s Department and Court information systems, and communication with support teams.
* Work collaboratively with other team members to provide therapy and arrange linkages to identified services upon release.
* Provide crisis intervention services as needed.
* Work in a multi-disciplinary team environment, utilizing professional, open and respectful communication. Maintain a solution-focused, strengths-based and client-centered approach with managers, co-workers and clients of HHCLA.
* Collaborate with the re-entry program team to ensure all support teams, such as employment and legal services, are prepared and fulfilling their duties satisfactorily so that mental/behavioral health services can be maximized through referrals, assessments, and survey support.
* Develop relationships with representatives in other agencies to support clients in attaining supportive services such as employment, legal advocacy, housing, mental health care, medical treatment, financial assistance, etc.
* Assist with coordinating and participating in program orientations, community speaking, program-related trainings.
* Support the development of enhanced clinical programming at HHCLA, including clinical consultation, clinical supervision for license-eligible staff and crisis interventions services when needed.
* Implements and consistently practices harm reduction, trauma informed care, housing first and integrated care interventions.
* Able to serve a diverse vulnerable client populations and communicate effectively in a culturally competent manner.
* Able to work in a multi-disciplinary team environment, utilizing professional, open and respectful communication. Maintains a solution focused, strengths based and client centered approach with managers, co-workers and clients of HHCLA.
* Ensures performance management standards are met through ongoing supervision addressing barriers as they arise.
* Maintains client records according to HIPAA and adheres to all client confidentiality requirements and standards.
* Complies and maintains familiarity with agency and program policies and procedures and other applicable regulations.
* Attends and participates in supervision, staff meetings, trainings, conferences, workshops, and special projects to promote professional development.
* Models HHCLA approach, mission and core values in all communication, correspondence, community events, coalitions and advocacy efforts.
* Reports to work on time and maintains reliable and regular attendance.
* Maintains current licensing and/or certification as required for position.
* Other duties as assigned.

# QUALIFICATIONS & SKILLS: REQUIRED:

**Education and Work Experience:**

* + Master’s Level Degree in Social Work/Welfare or Marriage and Family Therapy and with at least 2 years’ experience in working in re-entry population, addiction/substance use, homeless services or intensive case management services.
  + At least 2 years’ experience in working with culturally diverse populations, including LGBTQ, HIV/AIDS, substance use, mental health, co-occurring, low-income and homeless.
  + Familiarity with the principles of harm reduction, mental health and the healthcare delivery systems in Los Angeles County.
  + Strong written and oral communication skills.
  + Strong time management skills and ability to multi-task and prioritize.
  + Detail-oriented, accurate and strong problem solver.
  + Ability to work under minimal supervision both independently and within a multi-disciplinary team.
  + Computer skills necessary to perform job duties required.
  + Maintains current licensing and/or certification as required for position.
  + Must possess a valid California Driver’s License, properly registered vehicle and liability insurance.

# Knowledge and Skills:

* Familiar with the principles of Harm Reduction, Motivational Interviewing, Trauma Informed Care, Housing First and Integrated Care.
* Experience working with culturally diverse communities and vulnerable populations.
* Ability to effectively present information and respond to questions from clients, office personnel, other employees and the general public.
* Ability to work in fast-paced, high energy environment.
* Ability to define problems and use critical thinking skills to identify solutions.
* Ability to work independently and with others – including other employees, clients and members of the public, both face-to-face and telephonic contexts.
* Ability to multi-task, establish priorities and manage time, meet deadlines and perform duties under time constraints.
* Ability to be flexible and adapt to changing work demands.
* Maintain high level of concentration and attention to detail for extended periods of time.
* Ability to respond effectively to sensitive inquiries or concerns.
* Maintain a high level of ethical and professional standards in accordance with agency policies.
* Computer literate (basic working knowledge of Microsoft WORD, Excel, and Outlook) and data/electronic records.
* Must possess a valid California Driver’s License, properly registered vehicle and insurance.

# Certificates, Licenses, Registrations:

Registered with the California Board of Behavioral Sciences (BBS) as an Associate Clinical Social Worker (ASW) or Marriage and Family Therapist (AMFT).

# PREFERRED:

* Licensed with the California Board of Behavioral Sciences (BBS) as a Clinical Social Worker (LCSW) or Marriage and Family Therapist (LMFT).
* Strong written skills.
* Bilingual.
* Re-entry population and services.
* Cognitive Behavioral Therapy training.
* Co-located professional worksite experience.

# SUPERVISION RECEIVED:

Staff success and professional development is a priority at HHCLA. Staff will receive regular individual supervision with their direct supervisor. Additionally, direct service staff will have the opportunity to participate in group supervision, which provides a learning and supportive environment to promote quality client care, self-care and a healthy work environment.

# ORGANIZATIONAL RELATIONSHIPS/INTERACTION:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily; help maintain a health work environment, initiates and maintains professional interactions and communication with HHCLA employees and/or others, and interacts with all levels of organizational staff and management; outside auditors, community partners and/or vendors.

# LEADERSHIP EXPECTATIONS:

**Communication** – Effectively and consistently communicates contract and compliance directives to staff. Encourages interactive discussions and maintains an open-door policy. Ensures that all staff within the program are properly educated and informed about matters relating to the agency.

**Relationships and Attitude** – Models professionalism by maintaining effective working relationships, following all policies and procedures and approaching challenges with a proactive and positive attitude. Also develops strong, trusted relationships with colleagues and customers.

**Attendance** –Models good attendance by adhering to the regular work schedule and at times works additional or varied hours to accommodate workflow.

**Problem Solving** – Ability to analyze problems and implement acceptable solutions.

**Confidentiality** - Maintains the confidentiality of all business documents and correspondence.

# PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing

the duties of this job, the employee must be able to: use hands to produce records and/or documentation in manual or electronic format. The employee is frequently required to stand and sit. The employee must possess ability to ensure significant communication with HHCLA’s community members. The employee must regularly lift and/or move up to 10 pounds and

occasionally move or lift up to 25 pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

# WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, must be available to work irregular hours, shifts, weekends, holidays. The noise level in the work environment is usually moderate. Employee will constantly work in indoor and outdoor weather conditions.

# AMERICANS WITH DISABILITY SPECIFICATIONS:

There is one flight of stairs that must be climbed to the 2nd floor at the Beverly Site or offsite locations. There is no elevator access within the Beverly office and may not have elevator access at offsite locations.

# A review of this description has excluded the marginal functions of the position that are incidental to job performance of the fundamental job duties. All duties and requirements are essential job functions. This job description in no way states or implies that these are the only duties to be performed by this employee. I will be required to follow any other instructions and to perform any other duties as requested by my Supervisor. I understand that nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

**I have received, read and understood this Job Description and have been provided a copy for my personal information.**

Print Employee Name Date

Employee Signature Date

Print Supervisor Name Date

Supervisor Signature Date