

EL CENTRO DE AMISTAD (ECDA)

Job Description



Division/Department	Department of Mental Health
Location	
Job Title	Mental Health Clinician (Bi-lingual)
Reports to	Clinical Supervisor

Level/Grade	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Contractor <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	Hours <u>40+</u> / week <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
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GENERAL DESCRIPTION

Seeking a clinically sound, culturally competent, creative, flexible, motivated, and team-oriented Bi-lingual (Spanish/English) Mental Health Clinician to provide therapeutic services to clients and families. The position requires providing individual, family and group therapy and other clinical services virtually, in the office and field. Must have excellent clinical skills, client engagement, time management, computer, written and oral communication, and documentation/record keeping skills. Must be able to meet productivity requirements, handle a large workload, work cohesively with other team members, adhere to deadlines and quality assurance reviews, and to follow the procedures and protocols of the Agency, the Department of Mental Health (DMH), and the BBS. Other duties may be assigned, as necessary.

WORK EXPERIENCE & JOB REQUIREMENTS

- Bilingual (English/Spanish), clinically sound, and culturally competent Associate Marriage & Family Therapist, Associate Clinical Social Worker or MFT Trainee with current Graduate School Paperwork/Contract.
- Provides comprehensive and sound therapeutic client services virtually, in the field or in the office with clients and families.
- Maintains a full caseload, has previous mental health treatment experience, and maintains Agency productivity standards.
- Manages time, and cases effectively, completes paperwork, outcome measures, and other administrative tasks within deadlines.
- Adheres to deadlines, protocols, procedures, and guidelines.
- Attends supervision, meetings, and events and be able to present within agency or in public.
- Team player and collaborates frequently with staff, supervisor, other organizations, contacts, etc.
- Experience in community mental health and DMH standards preferred.
- HIPAA, Department of Justice (DOJ), and TB clearance required.
- Must have reliable automobile, valid California driver's license and automobile with liability insurance.
- This position is required to learn and comply with Agency & DMH policies, procedures and ethical standards, HIPAA laws and guidelines, and the Professional Code of Ethics of the BBSE of the State of California.

LICENSURE REQUIREMENTS

- Associate Marriage & Family Therapist, Associate Clinical Social Worker or MFT Trainee with current Graduate School Paperwork/Contract

COMMENTS

Candidates must be able to work effectively with their team and supervisor, demonstrate adaptability, and able to accomplish program goals and objectives. Candidates demonstrate empathy, courtesy, interest, and a willingness to adhere to safety rules, as well as computer, email, internet, and dress code policies. Must have valid California driver's license and use of personal vehicle that has liability car insurance.

Benefits, including health and 401(k), are provided after completion of probationary periods (60 days for health and 90 days for 401(k)).

El Centro de Amistad provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, El Centro de Amistad complies with applicable state and local laws governing nondiscrimination in employment at every company location. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation, and training.

Email resumes to: tania.f@ecda.org