



LA CHEIM SCHOOL, INC.



Job Description

Job Title: BHS Diversity Equity and Inclusion Clinician

Work Location: Oakland, CA

Division/Department: Behavioral Health Services

Reports to Clinical Operations Manager

Full-time

On-Call

Part-time

Exempt

Nonexempt

Position Description:

La Cheim Behavioral Health Services is a non-profit community mental health center that provides a Partial Hospitalization Program (PHP) and an Intensive Outpatient Program (IOP) for adults, as well as some outpatient services for all ages. The clinical work in this position consists of providing and documenting client-centered and strengths-based individual and group therapy, with a short-term stabilization focus, to a population of severely and persistently mentally ill adult clients, many of whom have a history of substance abuse. The employee support work in this position includes offering direct support to BIPOC and other staff to help disrupt systemic biases and promote team morale, understanding and wellness, and collaborating with agency and BHS staff toward the creation of fair and effective Diversity Equity and Inclusion (DEI) policies and protocols.

This is a 16 hour per week paid position, with sick leave benefits only. The pay is \$40 - \$42/hour, based upon education and experience.

Position Summary:

- Provides psychological, educational, and case management services for the PHP/MHIOP patients and other outpatients; and
- Writes the treatment plan and maintains the complete chart for all assigned patients.
- Collaborates with other agency and BHS staff toward creation of fair and effective DEI policies and protocols
- Offers direct support to BIPOC and other staff to help disrupt systemic biases and promote team morale, understanding and wellness

Specific Responsibilities include:

1. Providing and documenting in-person and tele-health individual and group therapy utilizing various treatment modalities as dictated by group and individual patient need, including:

- *establishing positive therapeutic rapport
- *establishing and holding a therapeutic group format and structure
- *maintaining full group schedule either as lead facilitator or co-facilitator or shadowing groups, with the aim of developing the skills and confidence to facilitate a variety of therapeutic groups and didactic groups
- *attention to group dynamics with competent interventions that maintain group cohesion and safety when issues arise
- *strict observance of HIPAA confidentiality requirements
- *comprehensive suicide and risk assessment, documentation, and appropriate follow through
- *creating patient-centered treatment plans and regular documented updates
- *documenting collaboration with the internal patient-centered treatment team for each assigned patient
- *documenting collaboration with outside providers and/or care-givers for each assigned patient
- *documenting discharge planning for continuation of patient stability and care for each assigned patient
- *providing and documenting at least one full session of individual and/or family therapy per week for assigned patients
- *case managing absences, unusual problems, or behavior negatively affecting milieu for all assigned patients
- *following through with safely referring client to higher level of care, including hospitalization and/or 5150 involuntary commitment, if and when needed

2. Collaborating with team and agency leaders to create fair and effective DEI policies and protocols, including:

- *facilitating a semi-monthly BIPOC staff support group
- *providing and documenting individual support and mentorship to BHS BIPOC staff as needed

- *working with BHS leadership to facilitate quarterly all-staff forums for DEI education & problem solving
- *facilitating safe and culturally sensitive conversations and problem-solving sessions between staff members when/if interstaff DEI issues arise
- *representing BHS at agency level in developing agency-wide DEI policies and protocols

3. On scheduled days is on duty 9:00 am to 5:00 pm (with ½ hour lunch break) and actively participates in clinical meetings, assigned trainings, and individual and group supervision, including:

- *morning and afternoon daily staff meetings where critical information is exchanged
 - *all trainings and work-related readings/course work as assigned.
 - *reliable and timely (same day) responses to email requests from supervisor
 - *facilitation of staff meetings on a rotating basis
- Any changes to above expectations must be approved by supervisor in advance.*

4. Participates in creating a warm and welcoming and trauma-informed patient and workplace milieu, including

- *respectful sensitivity to diverse cultural, ethnic and personal identities of patients and co-workers
- *willingness to learn and improve interpersonal skills as needed
- *engaging with patients in a friendly and supportive manner in the patient milieu,
- *awareness of stages of change and meeting patients “where they are at”
- *awareness and use of coworkers’ and patients’ pronouns
- *speaking respectfully about patients, their struggles and symptoms, at all times (even behind closed doors)
- *addressing any problems with co-workers directly and respectfully, or bringing any problem to relevant supervisor or point person for resolution, to promote an environment of true collegial support and trust.
- *avoiding probing patient trauma history, especially if it is already recorded elsewhere in the record, but also be prepared to listen and absorb non-reactively to what patient wants to share.
- *refraining from sharing your political or religious affiliation, or any other potentially controversial opinions or beliefs with patients, unless it would be clearly of clinical benefit, e.g. to establish therapeutic rapport based on cues from patient

5. Meet documentation deadlines and requirements

- *Group and individual progress notes must be completed the same day as treatment was provided
- *Initial treatment plans must be discussed with patient and documentation completed within 7 days of the day of admission
- *Kaiser member weekly summary reports are due on the tracking spreadsheet by 9:30 am each Tuesday.
- *Discharge Summaries for most clients must be completed the same day as discharge, or the very next business day.
- *Keep record of BIPOC staff support meetings and individual support sessions in order to track DEI issues and support needs in this evolving position.

4. Productivity Measures

A. Direct Patient Service (44%)

- 2 clients) = 7 hours/week total, including
- 4 groups) = 3 hours/week direct patient contact
-) = 4 hours/week direct patient contact

B. BIPOC Staff Support:

= 1-3 hours/week total, including

- Twice monthly BIPOC staff support group
- Individual support for BIPOC staff, and facilitation of problem solving conversations, as needed
- Collaborate with BHS leadership to produce quarterly all-staff forums for DEI education and problem-solving
- Help facilitate safe inter-staff conversations and mediation when/if DEI issues arise

C. Administrative

= 6 hours/week, including

- 3 hours/day for each of 3 days of emails, staff meetings, and documentation, including attending the 9:15 morning checkin and the 3pm staff meeting on the three days worked, and clinical documentation.

Requirements:

- * California licensed MFT, CSW, PsyD, or PhD
- * Comfortable and experienced in working with adults with severe mental illness.
- * At least one-year experience in providing group therapy.
- * Excellent mental health charting and basic computer skills.
- * Good time management and organization abilities.
- * Ability to work well independently and collaboratively in a treatment team.

* Demonstrated experience working to promote interpersonal understanding, honesty, ethics, mutual respect, deep listening and DEI in the workplace

Physical Requirements:

The following is the extent of the specific activity required for this position:

Sitting – up to 2 hours, not continuously; standing – up to 4 hours, not continuously

Walking – up to 2 hours, not continuously; bending over – up to 1 hour, not continuously.

Crawling – up to 0 hours; climbing – up to 0 hours, reaching overhead – up to a few minutes.

Crouching – up to ½ hour, not continuously; kneeling – up to a few minutes

Balancing – up to 0 hours; pushing or pulling – up to a few minutes.

Lifting or carrying – 25 pounds or less; repetitive use of feet – up to 0 hours

Repetitive use of hands – up to 0 hours.

Grasping – with one or both, simple and firm, for up to 1 hour, not continuously

Fine dexterity - either hand up to 1 hour, not continuously Auditory and visual acuity – 8 hours within normal limits and may be with glasses, contact lenses or hearing aids.

Exposure to normal dust, heat, and noise

Exposure to emotionally disturbed students who may be physically and verbally violent and require safe physical management.

Frequent exposure to office equipment

Equal Opportunity Employer

La Cheim School, Inc. is committed to diversity in its programming and in creating a staff reflective of the populations of the San Francisco Bay Area. We encourage and actively recruit applicants representing diversity of color, age, sex, race, religion, national origin, physical ability, sexual orientation, or political affiliation.

Print Employee Name:

Employee Signature:

Date: