



# LA CHEIM SCHOOL, INC.



## Job Description

**Job Title:** Associate/Practicum Mental Health Clinician

**Work Location:** Richmond, CA

**Division/Department:** Short-Term Residential Therapeutic Program (STRTP)

**Reports to:** Clinical Supervisor

Full-time  
 Part-time

Exempt  
 Nonexempt

### POSITION DESCRIPTION

Under the direction of the STRTP Associate Director provides brief individual therapy, group therapy, crisis management and case management services to adolescents in La Cheim’s short-term residential facility. The Clinician works in collaboration with the residential team and outside specialists and providers to support the overall well-being and development of youth. Weekly supervision is available by a qualified licensed clinical supervisor. Opportunities for 10 hours per week. Pay rate at \$22/Practicum, \$24/Associate **part-time position.**

### SUMMARY OF RESPONSIBILITIES

- Provide weekly brief individual, group therapy, and group psychoeducation/skill building to residents;
- Provide services in a trauma-informed, culturally responsive, and developmentally appropriate manner consistent with clinical standards;
- Establish rapport with residents that support therapeutic relationships;
- Complete screenings, and assessments, and generate treatment plans as part of routine clinical practice.
- Maintain appropriate clinical records meeting timelines and documentation standards.
- Monitor individual treatment plans, and partnership plans with youth, clinical supervisor, and other youth team supports as indicated;
- Work collaboratively with multi-disciplinary teams;
- Provide case management for assigned residents;
- Meet established standards of productivity;
- Monitor and report the effects of psychotropic medications under the direction of medical staff;
- Complete and maintain all assigned charts in audit-ready status;
- Complete all necessary reports promptly;
- Communicate effectively with team members across settings and departments.
- Participate actively in Clinical Supervision as assigned;
- Assist with crisis intervention guided by professional practice and Pro-ACT principles (training provided).

### ADDITIONAL RESPONSIBILITIES

- Provide consultation to group home staff and assist in establishing behavior expectations.
- Interact with residents in milieu as appropriate.

- Respond effectively in crisis situations;
- Attend team and staff meetings and training as scheduled;
- Facilitate conferences between resident and team to enhance resident participation;
- Meet regularly with supervisor to evaluate student progress;
- Attend IEP meetings as scheduled;
- Maintain professional behavior and boundaries in all interactions with residents and staff
- Other duties may be required as La Cheim continues its development.
- Employees are expected to be flexible and responsive to changes in the scope of duties.

## **TRAINING**

- La Cheim Staff participate in monthly relevant training provided through Relias.
- Complete other training, as assigned.

## **QUALIFICATIONS AND SKILLS**

- Post Graduate AMFT, ASW, Registered with the BBS
- or
- Graduate student enrolled in clinical practicum (MFF, SW) course at university
- Valid California Driver's License
- Clearances of TB test, physical exam, FBI and DOJ, and other mandatory State/Federal requirements.
- Excellent written and verbal communication skills
- Ability to write and implement Behavior Treatment Plan
- Ability to effectively document provided services
- Ability to work in a fast-paced environment
- Must be a team player

## **DESIRED QUALIFICATIONS (OPTIONAL)**

- Good time management and organizational abilities
- Comfortable working with clients with severe mental illnesses
- Culturally sensitive and skillful at collaborating with a diverse population
- Steady, even temperament – ability to project calmness and courtesy

## **ADDITIONAL REQUIREMENTS (OPTIONAL)**

- Maintains fixed and regular scheduled hours
- Professional licensure and required supervision coursework current

## **PHYSICAL REQUIREMENTS**

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

- Stairs – climbing stairs up to 50-100 – up to 2-4 hours, not continuously
- 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.
- Driving cars and vans; Exposure to uneven concrete and blacktop
- Exposure to normal dust, heat, and noise
- Exposure to emotionally disturbed residents 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, and will not discriminate against applicants, employees, or unpaid veterans. We encourage and actively recruit applicants representing diversity of race, color, age, sex, race, religion, national origin, sex/gender expression and physical ability.

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**Print Employee Name:**

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**Employee Signature:**

\_\_\_\_\_  
**Date**