



LA CHEIM SCHOOL, INC.

Job Description



Job Title: Associate Mental Health Therapist (AMFT/APCC/ACSW only)

Work Location: Oakland, CA

Division/Department: BHS

Reports to: Clinical Operations Manager

Full-time
 Part-time

Exempt
 Nonexempt

POSITION DESCRIPTION

Please note the three core requirements of this position before applying:

1. You must be registered within California as a provisionally licensed AMFT/APCC/ACSW therapist.
2. You must be local to Oakland, CA, and willing to see therapy clients in person / on-site.
3. We request a specific cover letter addressing your interest in working in our PHP/IOP program.

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 work 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 patients, many of whom have a history of substance abuse.

This position is a 3-4 day 24-32 hour per week paid position and provides individual and group supervision. Clinical Associates must be available Thursdays (mandatory) but the other 2-3 days may be flexible. Facilitation of an After Hours Help Line on a rotating evening schedule provides additional hours of paid, supervised client contact.

Associates working less than full time qualify for sick leave benefits only, and do not qualify for any other benefits including holidays or health care. A one-year commitment is required.

SUMMARY OF RESPONSIBILITIES

Specific Responsibilities include:

1. After Training, Associate Therapist would be providing and documenting in-person and tele-health individual and group therapy, including:

- *establishing positive therapeutic rapport
- *establishing and holding a therapeutic group format and structure
- *Maintaining a 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 *follow through with safely referring patient to higher level of care, including hospitalization and/or 5150 involuntary commitment, if and when needed

2. 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 *weekly individual supervision *weekly group supervision *all trainings and work-related readings/course work as assigned. *reliable and timely (same day) responses to email requests from supervisors *facilitation of staff meetings on a rotating basis

3. 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 bring any problem to relevant supervisor for resolution, to promote an environment of true collegial support and trust. *Avoid 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. *Refrain 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

4. 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 *Discharge Summary for most insurance companies must be completed same day as discharge, or the very next business day *Kaiser Insurance patient weekly summary reports are due on the tracking spreadsheet by 9:30 am Tuesdays

5. Productivity Measures:

Once initial training is completed, usually at about 3-5 weeks, the expectation is that about 50% of new Clinical Associates time is spent in Direct Patient Contact. Specifically, the group and client workload expectation is as follows: *At 24 hours/week – 6 groups and 3 clients (44%) or 5 groups and 4 clients (50%) *At 28 hours/week – 6 groups and 5 clients (48%) or 5 groups and 6 clients (50%) *At 30 hours/week – *At 32 hours/week - 7 groups and 6 clients (50%) or 6 groups and 7 clients (51.5%)

Requirements:

*Previous history with or strong expressed interest in working with adults with severe mental illness. *Previous history with or strong expressed interest in providing group therapy. *Familiarity with mental health charting and basic computer skills. *Good time management and organization abilities. *Ability to

work well independently and collaboratively in a treatment team. *Registered AMFT or APCC with Board of Behavioral Sciences within California.

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.
- Exposure to normal dust, heat, and noise
- 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.