



## INSTITUTO FAMILIAR DE LA RAZA, INC.

Job Description

### **Clinical Supervisor**

S.P.A.R.K

*Salary range \$75,000.00 to \$80,000 annually*

#### **AGENCY DESCRIPTION:**

Instituto Familiar de la Raza, Inc. is a multi-service community health and social service agency with emphasis in serving the Chicano/Latino community in San Francisco with a special focus on the diverse needs of the Mission District. Services include a wide range of mental health, HIV related services, and social services including health promotion, education, prevention, early intervention, case management, and clinical and artistic mentoring services, psychological and psychiatric interventions as well as cultural/social and spiritual re-enforcement. The agency serves children, youth, adults and families. It has a rich history of working collaboratively with other agencies to meet the needs of the diverse Chicano/Latino communities and other cultural/racial communities in San Francisco.

#### **JOB/PROGRAM DESCRIPTION:**

The Early Intervention Program offers a continuum of mental health consultation services to diverse Latino/multicultural early education and school-based settings in San Francisco. Additionally, The Early Intervention Program is expanding clinical services to provide comprehensive, holistic, wrap around services to families with young children (0-5) living in public housing who have experienced trauma.

The Early Intervention Program is seeking a bilingual (in English/Spanish) mental health professional, who is enthusiastic, talented and has experience working with the Chicano/Latino and multicultural communities. As lead clinical supervisor, the position requires a minimum of five (5) years of experience in health and social service fields, ability to bridge and build relationships among diverse stakeholders, and experience providing Child-Parent Psychotherapy (CPP). The primary goal of the wrap around program is to support and strengthen the relationship between a child and his or her parent (or caregiver) as a vehicle for restoring the child's sense of safety, attachment, and appropriate affect and improving the child's cognitive, behavioral, and social functioning. We accomplish this through client-centered, nonjudgmental, culturally and linguistically appropriate services.

The San Francisco Department of Public Health, through a multi-year contract, funds this position.

#### ***Essential Job Duties include but not limited to the following:***

- Supervise and lead a team of four mental health specialists and a family advocate to provide home-based clinical services with a focus on CPP

*Instituto Familiar de la Raza, is an equal opportunity employer and does not discriminate on the basis of race, culture, age, disability, gender, or sexual orientation. People of color are encouraged to apply.*

- Work closely with the Program Director/Manager on program design and implementation including capacity building for CPP Fidelity, development of safety protocols, and referral system
- Provide CPP therapy services to a small caseload of families (2-3 families)
- Manage and build community relationships that support a holistic, strength based culturally responsive system of care for families
- Collaborate closely with the Wellness Center CBO's and partners within the housing development to leverage relationships and integrate services
- Oversee quality assurance and HIPAA requirements for all clinical charts; include supporting fidelity measures for CPP
- Oversee data entry; prepare required reports for FSP contracts
- Work closely with Evaluator to develop an evaluation plan for this project
- Responsible for maintaining service documentation and client files
- Work collaboratively with UCSF trainers to develop learning circles and trainings for mental health staff to implement CPP with fidelity.
- Manage Contract requirements and work with EIP Program Manager around developing clear goals and objectives and outcomes that integrate MHSA principles with FSP framework
- Attend supervision, agency-wide meetings, and represent the program and agency professionally

### **Required Skills:**

- Bilingual: bilateral proficiency in both Spanish and English
- Training in Child-Parent Psychotherapy and minimum of two years' experience delivering CPP services to children 0-5 and their families
- A minimum of 5 years of experience in health and social service field
- Minimum 1 year of experience directly supervising staff in mental health field
- Demonstrated experience working on issues of complex trauma, parent-child relationships, attachment, service integration, and holistic interventions that are culturally responsive to Latino and African American communities
- Demonstrated ability to work independently and take initiative
- Experience in settings that required maintaining confidential client information
- Ability to work occasional evenings and/or weekends
- Computer, internet and social media proficiency

### **Preferred Skills but not required:**

- Bicultural competency
- Experience managing budgets and creating spreadsheets
- Experience with program evaluation
- Experience working with Human Service Agencies and Child Protective Services

### **EDUCATION, CERTIFICATION AND LICENSES**

Master's or PHD Mental Health Specialist

Must be CA Licensed or license eligible (registered with the Board of Behavioral Sciences or Board of Psychology)

*Instituto Familiar de la Raza, is an equal opportunity employer and does not discriminate on the basis of race, culture, age, disability, gender, or sexual orientation. People of color are encouraged to apply*

Training in Child Parent Psychotherapy (Certification preferred)  
Must pass and maintain annual Tuberculosis Test  
Must pass Department of Justice Fingerprint screening

## COMPENSATION AND BENEFITS

Salary range \$75,000.00 to \$80,000 annually depending on qualifications and experience. This is a full time – non-exempt position with benefits.

All full time positions at IFR are eligible to participate in medical health benefit plans including dental, vision, 403(b) plan, earn vacation, sick leave, thirteen paid holidays, and on-going opportunities for learning.

## PHYSICAL DEMANDS:

*The physical demands described here are representative of that which an employee encounters while performing the essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

- Working with children and youth involves extensive physical activity, mental alertness and enthusiasm
- Good general health, physical stamina and emotional stability are essential
- Ability to hear with normal range and communicate effectively in person or via telephone in a manner which can be understood by those with whom the person is speaking too, including a diverse population
- Ability to move quickly to address emergency or potentially dangerous situations
- Requires physical ability remain seated at a desk for long periods of time
- Manual dexterity to operate work processing equipment with skill, speed and accuracy
- Activities that occur infrequently are: bending, squatting, and crouching, kneeling, twisting, reaching straight, above or below shoulders
- On occasion must lift up to 10 LBS

## How to Apply

Please submit a well thought cover letter and your resume in a WORD format to, [jobs@ifrsf.org](mailto:jobs@ifrsf.org).

Please include job title: Clinical Supervisor\_SPARK and attention it to:

Ana Varinia Esquivel  
Human Resource Manager  
Instituto Familiar de la Raza, Inc.

*Instituto Familiar de la Raza, is an equal opportunity employer and does not discriminate on the basis of race, culture, age, disability, gender, or sexual orientation. People of color are encouraged to apply*