



INSTITUTO FAMILIAR DE LA RAZA, INC.

Job Description

Mental Health Specialist/Intake Specialist

La Cultura Cura

Scale of pay is \$52,000.00 to \$56,000.00

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/Indígena 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 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 Chicano/Latino/Indígena community and other cultural/racial communities in San Francisco.

JOB/ PROGRAM DESCRIPTION:

This position requires someone who can demonstrate cultural competency in addressing the diversity of the Mission community including: gender, race, language, sexual orientation and socio-economic status. The qualified applicant will provide services that include individual/family/group and community interventions; parent engagement and psycho- educational interventions to build protective factors and reduce risk factors related to untreated trauma among youth and family, community level interventions including traditional approaches (i.e., Drumming for Peace, Healing Circles and Youth Drumming).

The La Cultura Cura program offers a continuum of services and opportunities to youth and their families with a particular emphasis on individuals that have had contact with/or are at high risk of entering the juvenile justice system. Youth and families are provided with case management and mental health services in the community and have access to culturally oriented structured after-school arts and enrichment programs.

Essential Job Duties are, but not limited to the following:

- Responsible for screening potential clients for intake, eligibility, and registration for mental health services
- Responsible for a case load of four (4) or five (5) active therapy clients
- Requires provision of case management and advocacy services as part of treatment planning
- Responsible for tracking referrals and calls
- Maintains logs and records for system processes such as registration, and Quality Assurance
- Responsible for coordination of services with staff and community agencies to assure that a continuum of services is provided to clients
- Compliance with all legal and ethical requirements set forth by the Board of Behavioral Science and with the policies of the San Francisco Behavioral Health Department.
- Maintains progress notes, billing, and charts; and is HIPPA compliant
- Required to attend DPH trainings and to implement policies
- Evening hours and on duty coverage may be required
- Perform other duties as assigned

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.

- Participate in agency meetings and IFR's sponsored cultural events.
- Provides behavioral health and co-occurring substance abuse services to adults, adolescents, children and their families, including the severely mentally ill population, within a multidisciplinary team
- Work closely with the Program Manager on program design, planning, hiring prevention staff, and service implementation.
- Collaborate closely and maintain relationships with SF Juvenile Probation Department, SFUSD, and Violence Prevention social service partners; function as first contact with partners' program staff.

Required Skills

- Experience providing after care/re-entry planning and support to systems-individuals and 5150 hospitalized individuals
- Familiarity working within health care environments and systems
- Bilingual in English/Spanish
- Experience in a Non-Profit community agencies
- Bicultural competency

EDUCATION, CERTIFICATIONS AND LICENSES

- Master's degree in Counseling, Psychology and/or, Social Work, or other related field
- California licensed or license eligible in a mental health discipline
- Must pass and maintain annual Tuberculosis Test
- Must pass Department of Justice Fingerprint screening
- Complete annual recurrent on-line training

COMPENSATION:

Wages for this position are based on an annual rate of \$52,000.00 to \$56,000.00 depending on experience.

This position is an exempt position that is entitled to health benefits, dental coverage, and access to vision plan, paid vacation, sick leave, 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 within 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, including a diverse population
- Requires physical ability to sit at key board for long periods of time and manual dexterity to operate word processing equipment with skill, speed and accuracy
- Ability to move quickly to address emergency or potentially dangerous situations
- Ability to move about the building and the organization as needed

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- Ability to use public and/or private modes of transportation, duties are office based, but travel to various offsite venues is required
- Must be able to work outdoors in various types of weather conditions
- On occasion must lift up to 35 LBS

Please submit your resume and a thoughtful cover letter, explaining why you feel you would be a good fit and elaborate your positional experience working in community based organizations. Please title your email as MHS_LCC, please note resumes without a cover letter will not be considered.

Ana Varinia Esquivel
Human Resource Manager
Instituto Familiar de la Raza, Inc.
ana.esquivel@ifrsf.org