



www.humecenter.org

Portia Bell Hume Behavioral Health and Training Center

1333 Willow Pass Rd, Ste 102
Concord, CA 94520
Tel: (925) 825-1793
Fax: (925) 825-7094

39465 Paseo Padre Pky, Ste 2100
Fremont, CA 94538
Tel: (510) 745-9151
Fax: (510) 745-9152

5776 Stoneridge Mall Rd, Ste 340
Pleasanton, CA 94588
Tel: (925) 223-8047
Fax: (925) 223-8048

555 School Street
Pittsburg, CA 94565
Tel: (925) 432-4118
Fax: (925) 432-6799

JOB DESCRIPTION

(12/16/2015)

PORTIA BELL HUME BEHAVIORAL HEALTH AND TRAINING CENTER (aka The Hume Center) has a rewarding opportunity for one qualified PBHC under the leadership of The Hume Center's Department Head. Office location is Richmond, CA.

MISSION: The Hume Center's mission is to provide culturally sensitive and comprehensive behavioral health care services and training. We strive to promote mental health, reduce disparities and psychological suffering, and strengthen communities and systems in collaboration with the people most involved in the lives of those we serve. We are committed to training behavioral health professionals to the highest standards of practice while working within a culture of support and mutual respect.

POSITION: PRIMARY BEHAVIORAL HEALTH CLINICIAN (PBHC), UNLICENSED (POST-DOCTORAL PSYCHOLOGIST, MFTI, PCCI, ACSW)

PROGRAM: COMMUNITY SUPPORT PROGRAM

DIRECT SUPERVISOR: PROGRAM MANAGER OR STAFF PSYCHOLOGIST

DESCRIPTION OF JOB RESPONSIBILITIES AND DUTIES:

Provide supervision, psychotherapy, comprehensive case management, rehabilitation, and crisis intervention services to adults with severe psychiatric disabilities in West Contra Costa County. This is an exciting position within a multidisciplinary team. The unlicensed PBHC carries a caseload of clients and is the lead clinician that develops the treatment plan to be carried out by the multidisciplinary team in the consumer's **natural settings (community, homes, shelter, park, hospital, etc.) and at the office**. Our clients experience psychiatric hospitalizations, housing instability, homelessness, severe and acute mental illness, as well as homelessness. This program will support those we serve to find hope, stability, and recovery.

MINIMUM REQUIREMENTS:

Strong consideration will be given to an applicant who can work a standard eight hour shift on either Saturday or Sunday regularly. If you work a weekend day, you will have a choice in which day to not work during the week except Monday.

- A. Doctorate in Psychology or Masters in Social Work, Counseling, Psychology or related field
- B. If candidate has Masters-level degree, at least two years of experience providing case management services preferred.
- C. Speaking, writing, and reading fluency in Spanish, Vietnamese, or Laotian is preferred but not required.
- D. Experience at The Hume Center is a plus but not required
- E. Demonstrate flexibility to handle organizational needs.

- F. Must be willing to work full-time, minimum 40 hours/week, five days a week, and be present at The Hume Center.
- G. Must be willing to work some evenings and weekends when needed.
- H. Demonstrate primary professional commitment and knowledge for representation of The Hume Center.
- I. Proficiency in Microsoft Word, Excel, and Google Apps.
- J. Proficiency in Electronic Health Records preferred
- K. Experience working effectively with culturally, socio economically, and ethnically diverse populations.
- L. Possess a valid California Driver's license. Must be willing to use own vehicle and valid car insurance for work related travel and transportation of patients.
- M. Strong commitment to respecting consumers and having concrete ideas about how to improve the meaningful involvement and participation of consumers in the program's services.
- N. Strong commitment to community-based services for persons with high needs and low resources.
- O. Strong organizational, written and communication skills.
- P. Be willing to work in the homes and communities of consumers and their families
- Q. Be willing to use own cell phone to be accessible and willing to be available to receive calls for crisis and/or emergency situations.
- R. Familiar with and/or able to work within the Family Partner and Consumer Empowerment shift in Psychology.

PERSONAL ATTRIBUTES:

- A. Demonstrates High Professionalism
- B. Strong Organizational Skills
- C. Effective Interpersonal Skills
- D. Ability to Maintain Confidentiality
- E. Excellent verbal and written skills
- F. Detail oriented, proactive, reliable, and flexible
- G. Works independently and collaboratively with other program staff
- H. Knowledge about educational, judicial, health care, and other social service systems in community
- I. Energetic and driven by a "do-what-it-takes" attitude and follow through

KNOWLEDGE AND SKILLS:

- 1. Some understanding of alcohol and other drug addiction and recovery.
- 2. Some understanding of resiliency, recovery and wellness approaches.
- 3. Some knowledge of Contra Costa County Social Services agencies.
- 4. Some knowledge of clinical documentation and billing standards.

DIRECT CLINICAL SERVICES:

- 1. Provide comprehensive clinical services in service program(s), included, but not limited to, evaluation, rehabilitation, case management, crisis intervention, and consultation.
- 2. Complete case records, including progress notes, treatment plans, discharge/transfer summaries, etc.
- 3. Supervise a team of Mental Health Workers and function as their team lead
- 4. Collaborate and/or consult with 3rd parties in client cases.
- 5. Participate in program development, implementation and evaluation.

6. Participate in clinical case consultation.
7. Perform all evaluations, interventions, and outcome measurements on-time, including possibly data entry of the results as needed.
8. Help link clients to SSI, SDI, Food, Housing, Transportation, Primary Care Clinician and all other services that will help support the client's progress in treatment.
9. Fulfill additional clinical responsibilities as needed.
10. Staff the crisis phone on a rotating basis with other staff

OTHER:

1. Support and cover for other team members as necessary.
2. Meet billable hours set by The Hume Center.
3. Attend weekly staff meetings, trainings, group and individual supervision.
4. Participate in quality assurance processes within the program and department and ensure all documentation meets all relevant internal and external standards.
5. Community outreach.
6. Fulfill any additional duties specified by assigned Supervisor and/or the President.