



# Portia Bell Hume Behavioral Health and Training Center

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## JOB DESCRIPTION

(12/16/2015)

**PORTIA BELL HUME BEHAVIORAL HEALTH AND TRAINING CENTER (aka The Hume Center)** has a rewarding opportunity for one qualified MHW 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: MENTAL HEALTH WORKER (MHW)**

**PROGRAM: COMMUNITY SUPPORT PROGRAM**

**DIRECT SUPERVISOR: PRIMARY BEHAVIORAL HEALTH CLINICIAN (PBHC)**

### **DESCRIPTION OF JOB RESPONSIBILITIES AND DUTIES:**

Provide comprehensive case management and rehabilitation services to adults with severe psychiatric disabilities in West Contra Costa County. This is an exciting position within a multidisciplinary team. The MHW will **provide rehabilitation, linkage, and case management services to these individuals in their 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, and money management difficulties. This program will take a do-what-it-takes attitude to 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. BA in Social Work, Counseling, Psychology or related field
- B. If candidate has a high school diploma, at least four years of experience working in related field 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 SERVICES:**

- 1. Provide comprehensive 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. Collaborate and/or consult with 3<sup>rd</sup> parties in client cases.

4. Participate in program development, implementation and evaluation.
5. Participate in clinical case consultation.
6. Perform all evaluations, interventions, and outcome measurements on-time, including data entry of the results as needed.
7. 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.
8. Fulfill additional responsibilities as needed.
9. 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.