



Job Description

Title: CalWORKS Mental Health Rehabilitation Specialist
Date: April 6, 2021
Revised: June 7, 2021

Program: Long Beach Outpatient
Location: Designated Location
Category: Clinical Programs

Supervisory Responsibility: None

Summary Statement:

The CalWORKS Mental Health Rehabilitation Specialist provides individual or group rehabilitation services, case management, individual placement and support and other services consistent with State of California Department of Mental Health, L.A. County Department of Public Social Services, and L.A. County Department of Mental Health services delivery regulations to enable clients to maintain optimal level(s) of functioning. Needs to be able to work effectively with a range of clients, families and staff from diverse ethnic and cultural backgrounds, and in a multidisciplinary setting.

Regular attendance is an important factor in employee's job performance in order for The Guidance Center to maintain efficient operations. When employees are absent, schedules and commitments fall behind, and other employees may need to assume added workloads. Employees are expected to report to work as scheduled and on time.

Qualifications:

Master's degree in a Mental Health field of study plus two years of post-master's experience in a relevant mental health setting, or Bachelor's degree and four years experience in a relevant mental health setting, or an Associates Arts degree and six years of experience in a relevant mental health setting. **Bilingual English/Spanish required.**

Must have vehicle and maintain a valid CA driver's license and automobile insurance, or other reliable transportation to travel to cities in Long Beach, San Pedro, Compton, or other areas in which the Center has business. Travel may also include travel by charter boat to the island of Catalina in Avalon.

Computer literate in Microsoft Office programs, such as Word, Excel, Outlook. Depending on position within the agency, may be required to possess or ability to learn, PowerPoint, Publisher, Electronic Health Record System, Access or related database management software.

Core Responsibilities:

1. Provide a specific amount of direct services with regard to prevailing workload standards including, but not limited to direct rehabilitative mental health services to CalWORKS and other Center clients as needed, including individual and group rehabilitative services, collateral services, crisis intervention, in-home, community services, and/or services at other locations away from the Center. Coordination of services and case management, discharge planning, and case consultation with referral sources, school, allied agencies, and others.
2. Assist CalWORKS clients to obtain and maintain employment that is consistent with their vocational goals.
3. Maintain and complete all clinical and administrative record keeping associated with MHRS delivery of services including CalWORKS and Individual Placement Support (IPS) documentation and timelines. Maintain IPS caseload standards and program billing expectations as determined by CalWORKS contracts and agency standards.
4. Work cooperatively and effectively with community agencies, service providers, and the public on behalf of the client, including but not limited to contacting potential employers and building relationships on behalf of clients. In doing so, must understand the mission of the program and the Center.

