



## Job description

### Summary Statement:

To provide intensive care coordination, individual rehabilitation, case management and other services consistent with State of California Department of Mental Health 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:

Masters degree in a Mental Health field of study plus two years of post-masters experience in a relevant mental health setting, or Bachelors 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 preferred. 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, Access or related database management software.

### Core Responsibilities:

1. Provides a specific amount of direct services with regard to prevailing workload standards including, but not limited to intensive care coordination, individual rehabilitative mental health services, and case management to Center clients as necessary. Services provided in the office, in-home, and/or services at other locations away from the Center.
2. Coordinates and conducts Child and Family Team (CFT) meetings with eligible families as necessary.
3. Ensures that medically necessary services are accessed, coordinated, and delivered in a strength-based, individualized, family/youth driven and culturally and linguistically competent manner and that services are guided by the needs of the child/youth consistent with the Integrated Core Practice Model.



4. Organizes and matches care across providers and child serving systems to allow the child/youth to be served in his/her community.
5. Maintains and completes all clinical and administrative record keeping associated with delivery of services according to agency and DMH standards.
6. Interacts with the community at large and with specific allied agencies, other programs, and funding sources in a manner that facilitates and enhances the operation of the Center. In doing so, must understand the mission of the program and the Center.
7. Manage, create and/or revise various types of reports from the Welligent electronic records systems and Department Mental Health Integrated System (IBHIS), including but not limited to productivity and enrollment reports, usage reports and others that may be beneficial in managing and assessing own activities and productivity.
8. Is available for and participates in all appropriate Center on-call rosters and crisis calls/walk-in individuals requesting information and/or services.
9. Knowledgeable of, or possess the ability to learn and adhere to the prevailing governmental laws and regulations regarding the provision of mental health services, including employee/patient's rights to confidentiality and limits thereof including compliance with HIPAA, federal and state laws and the reporting of child abuse/neglect, and related regulations. Knowledgeable of and acts in accordance with Ethical and Professional Standards established by appropriate professional organizations, whether or not the individual is a member of any such organization.
10. Is knowledgeable of the prevailing governmental laws and regulations regarding the provision of mental health services, including confidentiality and limits thereof, the reporting of child abuse/neglect, and related regulations and acts in accordance with Ethical and Professional Standards established by appropriate professional organizations, whether or not the individual is a member of any such organization.
11. May be asked to deliver or pick-up important documents from/to other agencies in the greater Compton / Long Beach/downtown Los Angeles areas.
12. Attends and participates on committees as requested and in job-related seminars, workshops, and webinars as required to maintain proficiency in designated field of employment. Participation is also required in program-specific and Center-wide meetings, including staff meetings and retreats/trainings. As a member of The Guidance Center, there is also a requirement to keep abreast of HIPAA security rules, and relevant regulator bodies administrative, physical, technical and security guidelines and laws as relevant to scope of responsibilities.



## **PHYSICAL DEMANDS:**

While this position commonly entails 60-75% sitting and the remaining time standing or walking, the following physical demands could be associated with this position: Lifting or carrying up to 25 pounds. Using

cart/dolly for pushing or pulling up to 30 pounds (i.e. boxes of brochures, supplies, and cases copy paper) Stooping, kneeling, crouching, climbing or reaching.

The following are some of the physical demands commonly associated with this position.

Spends 60-70% of the time sitting

20% standing

10-20% walking

Occasionally lifts, carries, push, or pulls up to 30 lbs.

Occasionally stoops, kneels, balances, reaches, crawls, and crouches, climbing or reaching

Constant use of eye, hand, and finger coordination

Frequent use of computer (keyboarding) and office telephony equipment is a requirement of this position.

Occasionally: Activity exists less than 35% of the time.

Frequently: Activity exists between 50% and 65% of the time.

Constantly: Activity exists more than 65% of the time.

The following duty statements are illustrative of the essential functions of the job and do not include other nonessential or marginal duties that may be required. The Guidance Center reserves the right to modify or change the duties or essential functions of this job at any time.

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Flexible schedule
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Parental leave



- Professional development assistance
- Referral program
- Tuition reimbursement
- Vision insurance

Medical specialties:

- Home Health
- Pediatrics
- Psychiatry

Schedule:

- 8 hour shift

Ability to commute/relocate:

- Compton, CA 90220: Reliably commute or planning to relocate before starting work (Required)

Education:

- Master's (Required)

Experience:

- English: 2 years (Required)
- Microsoft Office: 2 years (Required)
- Microsoft Excel: 2 years (Required)

License/Certification:

- Driver's License (Required)

Work Location: One location