

## JOB DESCRIPTION

Position: DPN Therapeutic Case Manager  
Program: **Behavioral Health Care Services**  
Supervisor: Program Director  
Schedule: Year-Round  
Hours: 40 Weekly  
Classification: Non-Exempt/Hourly  
Starting Rate: \$21-\$24 for unlicensed, \$26-\$28 for licensed DOE  
*\*Position requires evenings and occasional weekends*

### ALAMEDA FAMILY SERVICES

Alameda Family Services is a non-profit agency that provides comprehensive supportive services to youth, families and children in the City and County of Alameda through several programs: Early Head Start, Head Start, Family Support Services, School-Linked Services, and Behavioral Health Care Services (Counseling and Clinical Training Program). The services include groups, developmental screening, home visits and mental health services for new parents and their infants; counseling for youth and their families; parent education classes: early childhood development and family services; coed anger management groups; groups for men involved in domestic violence; sliding scale fee counseling; school based mental health programs; crisis intervention, case management and other support services; and a training program for graduate/post-graduate psychology, MFT and social work students.

### THE BEHAVIORAL HEALTH CARE SERVICES PROGRAM

Behavioral Health Care Services encompasses the Clinical Training Program and clinical/counseling staff. Members of the program provide therapeutic services at the Clement office, as well as numerous off-site locations: School-Based Health Centers, Alameda Point Collaborative, and Head Start.

### OVERALL RESPONSIBILITIES:

Under the direct supervision of the Program Director for Behavioral Health Care Services, the Therapeutic Case Manager is responsible for providing delinquency prevention services to at-risk and system-involved youth who are between the ages of 8-21. These youth face concerns that include habitual truancy, running away, and/or are at-risk of becoming wards under section 601 and 602 of the California Welfare and Institutions code. Core services include crisis intervention, family-focused counseling, coordination and collaboration with the crisis response home, case management, coordination with systems of care, and community outreach. Services are provided in the clinic, schools, and the community. An emphasis is placed on a trauma-informed approach to treatment that is culturally-sensitive, strengths-based and focused on positive youth development.

### JOB DUTIES:

Responsibilities include, but not limited to:

1. Provide short-term family-focused counseling from a collaborative, strength-based perspective.
2. Provide short-term counseling services in two high schools.
3. Provide group counseling services.
4. Provide crisis intervention support as needed.
5. Complete phone and in-person intakes.
6. Meet with youth and families in the clinic, schools, and/or in the community in order to ensure that counseling and case management needs are being addressed.
7. Maintain knowledge and facilitate relationships with local agencies and resources.
8. Provide case management by linking youth and family to resources/referrals that will support positive youth development and reduce risk of delinquency.
9. Identify needs and strengths in a collaborative manner with youth and family (or other relevant support providers) in order to establish goals for therapeutic and case management services.
10. Maintain consistent collaboration and coordination with systems of care with which the youth is engaging, with a particular emphasis on collaboration with the department of probation.
11. Maintain client files in a manner consistent with paperwork expectations.
12. Ensure timely completion of notes, billing, reports, and tracking of services.
13. Monitor outcome measurements of treatment.

14. Participate in outreach events to gain knowledge about local resources and to increase awareness about services available through AFS.
15. Provide presentations and trainings at AFS or in the community as assigned.
16. Coordinate referrals and linkage for AFS counseling and case management services.
17. Work collaboratively with other clinical staff and clinical supervisors.
18. Attend weekly individual and group supervision meetings if unlicensed.
19. Attend regularly scheduled staff meetings and trainings.
20. Attend DPN provide meetings and other community-based meetings as assigned. Present and share pertinent information with the Program Director and the team.
21. Compile program reports and tracking of services as needed.
22. On rotation for occasional Saturday and/or holiday on-call shifts pertaining to delinquency prevention services.
23. Other duties as assigned by Program Director.

## **QUALIFICATIONS, SKILLS AND EXPERIENCE**

1. Master's Degree in Social Work or Ph.D./Psy.D. in Counseling or Psychology.
2. Licensed Clinical Social Worker or Licensed Psychologist in the State of California or License-Eligible.
3. Experience with providing therapeutic case management services to at-risk youth and their families.
4. Experience providing brief therapy.
5. Experience working in an outpatient community mental health setting, schools, and in the community.
6. Knowledge of, experience, and interest in approaches that are trauma-informed, culturally sensitive, and strengths-based.
7. Experience working with ethnically and socio-economically diverse youth and families.
8. Experience and knowledge of Medi-Cal documentation and billing.
9. Knowledge of and/or experience in working with multiple systems of care. Experience working with the probation department is desired.
10. Ability to organize, analyze, and report on data-driven information.
11. Ability to communicate (verbal and written) in a clear and concise professional manner.
12. Ability to maintain client paperwork and charting in line with the expectations of funding sources.
13. Ability to establish and maintain relationships with multiple providers and systems of care.
14. Ability and desire to work as part of a team in a culturally diverse environment.
15. Experience with and understanding of systems approach to both therapy and community outreach.
16. Knowledge of, experience, and interest in Narrative Therapy.
17. Flexibility, diplomacy, ability to negotiate to positive outcomes.
18. Multi-language capacity desired.

## **PHYSICAL JOB DESCRIPTION**

1. Primary responsibilities are performed in an office setting in a seated position.
2. Ability to use desktop computer and telephone on a frequent basis.
3. Lifting of books and other documents weighing up to 20 pounds may be encountered in performing essential functions.
4. Regular and predictable attendance is an essential function of this position.
5. Position requires occasional evenings and weekends.

## **CONDITION OF EMPLOYMENT**

1. A background check and clearance from the Federal Bureau of Investigation (FBI) and
2. Department of Justice (DOJ) background prior to employment is required.
3. 2. A Health Screening Report completed by a physician and current TB Test Results are required
4. prior to employment.

## **COMPENSATION AND BENEFITS**

Alameda Family Services offers a very generous benefits program. Based upon a 40 hour work week you will receive a paid ½ lunch break, Medical/Dental/Group Term Life Coverage, 11 paid holidays per year, approximately 24 days of vacation (accrual calculation .0923 x hours worked ) and 12 days of sick time (.0462 x hours worked).

## **Equal Opportunity Employment**

*Alameda Family Services does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.*