

JOB ANNOUNCEMENT



Position Title: Case Manager Bilingual

Program: Multicultural Community Counseling (MCC)

Classification: Non-Exempt, Part-Time or Full-Time

Salary: \$14-\$17.00 per hour; Commensurate with experience

Summary and Range of Authority: Under the supervision of the Program Manager, the Case Manager provides intensive outpatient rehabilitative services and case management and referrals for adjunct services as needed for Seriously Emotionally Disturbed (SED) children and families utilizing a comprehensive approach that is community based, client and family driven, trauma informed, and culturally competent. The focus of this program is to provide services to underserved Asian Pacific Islander (API) and Latino SED clients with emphasis on API clients.

Essential Duties and Responsibilities:

- Provide rehabilitative services to client and/or family for purpose of improving community functioning
- Provide family education activities including parenting support, strategies, structure, healthy attachment, etc. as needed
- Assist clients with intensive case management services and referrals for adjunct services under the direction of the therapist and/or psychiatrist
- Provide independent living skills to client as determined by treatment team
- Conduct outreach to API, Latino, and other ethnic communities regarding education on mental health and services at UPAC
- Work in conjunction with therapists, psychiatrist, and/or other staff for the support of outpatient community-based services and community services activities
- Will provide English and Spanish interpretation services between clients and staff therapists and psychiatrist.
- Will provide written translation of documents into Spanish as needed
- Assist in the facilitation and organization the Program Advisory Groups at least two times a year
- Assist clients and families in scheduling appointments
- Prepare accurate and timely documentation of reports and records as required by the program including documentation of interpretation, case management, and other services rendered
- Conduct outcome measures as required by program
- Utilization of electronic medical record system (Cerner)
- Function as a member of an interdisciplinary team and participate in program planning, diagnosis, treatment, goal development, utilization review, and discharge planning
- Notify therapist and/or program manager when a client reports medication side effects, suicidal and/or homicidal ideation, and any changes in behavior
- Some evening and weekend work required
- Other duties as assigned

Required Education, Certifications/Licenses and Language/Cultural Skills:

- Minimum High School diploma or equivalent.
- Fluency in both oral and written English and Spanish

Minimum Experience and Qualifications Required:

- Minimum 1 year full time experience working with children or youth
- Knowledge and experience working with children, adolescents and families of the Asian/Pacific Islander and Latino communities
- Good understanding of Asian, Pacific Islander, and Latino cultures
- Must be competent and comfortable in communicating mental health concepts in English and Spanish
- Experience and knowledge of community mental health services and social services
- Knowledge of human behavior, psychology, and cross-cultural and bicultural issues
- Familiarity with community resources and delivery of case management services
- Experience in Spanish interpretation for psychotherapy sessions
- Ability to maintain strict confidentiality regarding sensitive or proprietary information or materials
- Comfortable in discussing issues such as suicide, homicide, domestic violence, trauma and other sensitive issues during therapy sessions facilitated by therapists
- Excellent organizational skills and attention to detail
- Ability to manage multiple tasks simultaneously, prioritize and successfully bring them to fruition
- Excellent written and oral communication skills
- Flexible with work schedule
- Must demonstrate intermediate level of computer literacy and experience using office productivity software i.e. Microsoft Word, Excel, Power Point, Internet browsers, and Outlook.
- Must pass background check (Live Scan Fingerprint)
- Must have TB clearance
- Must be able to drive for business purposes to other program locations in San Diego County
- Must have a valid California driver's license and comprehensive automobile insurance coverage, as required by law
- Will not be debarred or excluded from participation in Federal programs by the General Services Administration and/or the Department of Health and Human Services of the Inspector General

Additional Preferred Education or Qualifications:

- Trained in Cerner Electronic Medical Records System
- Knowledge of County contracted Medi-Cal and MHSA programs
- Knowledge of San Diego County documentation standards

Physical Demands and Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Spends approximately 70% of work time sitting and meeting with others or working at a desk and/or computer. Spends approximately 30% of work time standing or walking within the work area or outside the office at meetings and events, also bends, twists, stoops and reaches. Ability to communicate in writing and verbally. Regularly required to sit and talk or hear. Frequently is required to use hands to touch, handle or feel and reach with hands and arms. Occasionally lifts and/or moves up to 25 pounds. Working conditions are normal for an office environment and event venues. The noise level is usually moderate.

Please forward your resume via e-mail, fax or mail to:

UPAC – Attn: HR Dept

1031 25th Ave

San Diego, CA 92102

Fax: 619-232-4113

E-Mail: upacjobs@upacsd.com