



JOB ANNOUNCEMENT

Position Title: Rehabilitation Specialist -Bilingual

Program: Children & Adolescent Mental Health

Classification: Non-exempt, Full Time

Salary Range: \$14-17 per hour; Commensurate with Experience

Summary and Range of Authority: Under the supervision of the Program Manager, the Rehabilitation Specialist provides intensive outpatient rehabilitative services and case management 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.

Essential Duties and Responsibilities:

- Provide rehabilitative services to client and/or family for purpose of improving community functioning. Provides family education activities (parenting support, strategies, structure, healthy attachment, etc.) as needed;
- Assist clients with intensive case management services and referrals for adjunct services as needed, under the direction of the therapist and/or medical practitioner;
- Provide independent living skills to client as determined by treatment team;
- Conduct outreach regarding education on mental health and services at UPAC;
- Work in conjunction with the therapists, medical practitioner 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, which includes documentation of interpretation, case management and other services rendered;
- Conduct outcome measures as required by program;
- Utilization of Electronic Health Record & meets productivity expectations;
- Function as a member of an interdisciplinary team and participates 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;
- Participate in staff meetings, case conferences, trainings, treatment utilization reviews & other quality assurance activities.
- Some evening and weekend work required;
- Other duties and responsibilities as assigned.

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

- Minimum High School diploma or equivalent;
- Must be bilingual in Spanish

Minimum Experience and Qualifications Required:

- Knowledge and minimum one-year full time experience in working with children, adolescents, families and culturally diverse communities;

- Must be competent and comfortable in communicating mental health concepts in English and into Spanish;
- Experienced and knowledge of community mental health services and social services; some knowledge of human behavior, psychology, and cross-cultural and bicultural issues;
- Familiarity with community resources and delivery of case management services;
- Fluency in oral English and Spanish- must be prepared for high demand of Spanish interpretation for psychotherapy sessions;
- Ability to maintain strict confidentiality with regard to 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 verbal communication skills;
- Must have a flexible 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 Central Region, and North County area of San Diego.
- 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, event venues and a commercial kitchen. The noise level is usually moderate.

Mail, Fax or Email Resume to:

UPAC Human Resources Department
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