

ORANGE COUNTY ASIAN AND PACIFIC ISLANDER COMMUNITY ALLIANCE
OCAPICA
JOB ANNOUNCEMENT

Title: Clinician II/Intake Coordinator II
FLSA: Non-Exempt, Fulltime with Benefits

Division: Mental Health- Adult FSP
Supervisor: Licensed Clinical Supervisor & Behavioral Health Director

Pay Range/Rate: \$36-\$40/hr

Revised: May 2023

Summary

Under the supervision of the Licensed Clinical Supervisor/Behavioral Health Director, the Clinician II/Intake Coordinator II will provide intake and clinical services to adult participants and their families. This position will act as a Lead Clinician, assist in training the Clinician I and Master's Level Volunteers/Interns. The Full Service Partnership (FSP) program focused on Vietnamese adults who have SPMI. The FSP provides culturally and linguistically competent, family-centered, strength-based, and need-driven models of care, where enrollees identify their needs and strengths while working with care teams as equal partners.

Essential Functions

- ◆ Assist in training the Clinician I and Master's Level Volunteers/Interns as needed.
- ◆ Assist in creating Care Plan goals for the treatment team members in Exym.
- ◆ Support and triage on-site crisis situations with treatment team members as needed.
- ◆ Bicultural and bilingual Vietnamese.
- ◆ Provide clinical services to adults and families including but not limited to: individual, group, and family therapy.
- ◆ Work with challenging cases and provide 24/7 services and crisis intervention to participants in the FSP program.
- ◆ Appropriately and thoroughly document all services rendered and contact had with participants in the form of billable and non-billable progress notes in compliance with state, county, and Medi-Cal/Medicare standards.
- ◆ Manage crisis situations in a clinically sound and professional manner.
- ◆ Coordinate care for participants in collaboration with other staff members or county agencies as part of a multidisciplinary team member.
- ◆ Meet monthly minimum of 85 Direct Service Hours, Medi-Cal/Medicare hours, and other Face-to-Face encounter requirements.
- ◆ Develop and carry out appropriate and clinically sound treatment plans to meet the needs to participants and their families.
- ◆ Work in partnership with the Personal Service Coordinator (PSC) and other program staff to ensure appropriate services and treatment.
- ◆ Provide rehabilitation recommendations to the PSC as part of Care Plan goals.
- ◆ Support and co-signs PSC's Care Plans and monitors progress on a regular basis.
- ◆ May support in reviewing billable and/or non-billable progress notes.
- ◆ Participate in staff meetings, trainings, case conferences, peer review meetings, and supervision sessions.
- ◆ May perform basic statistical research and writing projects involving data collection,

summarization, analysis and design.

- ◆ May coordinate development of mental health services data and information
- ◆ May perform any other functions as needed by management and agency.

Minimum Qualifications - Knowledge, Skills and Abilities Required

- ◆ Master's degree in Social Work or Marriage and Family Therapy.
- ◆ Registration and good standing with the Board of Behavioral Sciences (BBS) as an ACSW/AMFT while acquiring hours for licensure.
- ◆ Knowledge of DSM-5/ICD-10 and working principles of Recovery and Resiliency Models
- ◆ Demonstrate knowledge of and sensitivity towards diverse cultures
- ◆ Ability to work in a multidisciplinary team inclusive of internal/external staff, community agencies, participants, family members, and etc.
- ◆ Excellent verbal, written communication and computer skills.
- ◆ Ability to keep accurate records and prepare reports, detailed oriented and good organizational skills.
- ◆ Ability to be proficient and timely with required paperwork.
- ◆ Must be able to work collaboratively with other agency partners.
- ◆ Must possess interpersonal skills and ability to maintain professional boundaries.
- ◆ Current and active California Driver's License, proof of car insurance, and reliable transportation.
- ◆ Ability to do some travel for conferences, meetings, trainings, and data collections at other community sites.
- ◆ Occasional weekend, evening and on-call hours as needed. Ability to work flexible schedule.
- ◆ Verification of employment eligibility and Background Check required.
- ◆ Regular attendance required.

Desired Qualifications - Knowledge, Skills and Abilities

- ◆ Licensed Marriage and Family Therapist (LMFT) or Licensed Clinical Social Worker (LCSW)
- ◆ Experience with coalition building and working with several community partners.
- ◆ Experience working for or with community-based nonprofits.
- ◆ Ability to be flexible and take initiative

Supervisory Responsibilities

- ◆ Supervise Master's level Interns/Volunteers.

Environmental Conditions (Working Conditions)

- ◆ The environment for this position is an office environment and some office positions may require incumbent to travel out in the field.

Physical Requirement

- ◆ In the course of performing this job, the incumbent typically spends time sitting, standing, walking, typing, filing, listening and speaking.

Mental Requirement

- ◆ The incumbent in this position needs to be flexible and be able to accommodate a busy office environment.

Application Process:

Application deadline: Until filled.

Please e-mail a resume and 3 professional references (past supervisors including e-mail address and phone number) to email: careers@ocapica.org

Please ensure that the email subject has the job title: **Clinician II/Intake Coordinator II**

Agency Background

Ocapica was established in 1997 as a nonprofit organization with a specialty in serving the diverse Asian American and Pacific Islander communities. Since then, Ocapica has expanded and serves all communities, especially low-income communities through several different programs in health, mental health, workforce development, policy and civic engagement, youth development, and education. Ocapica has more than 90 employees that speak 24 languages and serve more than 40,000 community members a year.

Orange County Asian and Pacific Islander Community Alliance, Inc. (OCAPICA) is an

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