

Position: Associate Clinical Director, LCSW

Salary: \$136,086.71, with employer-covered health benefits

Reports to: Director of Clinical Services

Conard House, Inc. is a nonprofit organization empowering people and restoring hope. We work with a diverse adult population and strive for diversity by respecting experience, promoting inclusion and building community. Conard House Inc. contracts with the San Francisco Department of Public Health and Department of Human Services to provide a cohesive array of support services to a client population.

Qualifications:

- Must be an LCSW.
- Must have at least two years of licensure to provide licensing hours to assigned staff, interns, and trainees.
- Experience in community mental health settings, preferably social rehabilitation and supportive housing.
- Experience in medical social work and developing new program/project implementation are pluses.
- Preference for candidates with experience providing Medi-Cal mental health services and using an EHR billing system.
- Personnel and clinical supervision experience is required.
- Must be able to supervise site-based Program Directors, who oversee Case Managers providing mental health services, community building, and money management services.
- Must successfully complete a background and reference review.

Responsibilities:

- Supervise Program Directors and Case Managers in providing mental health and supportive housing services, including assessments, therapy, crisis intervention, case management, benefits advocacy, money management, and community building.
- Oversee Medi-Cal outpatient services and ensure compliance with Medi-Cal/HIPAA standards, documentation accuracy, chart structure, statistical reporting, and timely data submission; implement corrective actions as needed.
- Approve case managers' assessments and treatment plans, provide diagnostic assessments, and oversee Medi-Cal documentation.
- Support the Director of Clinical Services in overseeing outpatient services, ensuring audit compliance, and assuming their responsibilities when unavailable.
- Provide clinical supervision for waived staff, ensuring licensing requirements are met.
- Lead the Health Navigation program, including recruitment, supervision, database management, reporting, and collaboration with Pacific Clinics Training Institute (PCTI) on certification and program continuation.
- Coordinate with program and property management to address tenant and property management issues.
- Maintain community partnerships and represent the program at meetings as assigned.
- Develop, update, and implement procedural manuals for training, documentation, and program operations.
- Ensure contract and grant compliance for program services.
- Promote a supportive housing philosophy, integrating psychosocial rehabilitation, harm reduction, and community building.

To apply, please send your resume to apply@conard.org with the job title as the email subject. Cover letters are appreciated, especially those that express your intent and interest in working at Conard House.

Conard House is committed to workforce diversity. Qualified applicants will receive full consideration without regard to age, race, color, religion, gender, sexual orientation, or national origin. Pursuant to the San Francisco Fair Chance Ordinance, we will consider qualified applicants with arrest and conviction records for employment.