
JOB ANNOUNCEMENT – Please Post and Circulate

POSITION: Clinical Case Manager III (CCM III), (Full-time), Waivered or Licensed
SALARY: \$40.48 per hour (\$84,200 annualized) with excellent benefits, including 15 days of vacation, 15 days of sick leave, 14 holidays, with medical and dental insurance benefits, and daily paid hour lunch break.
REPORTS TO: Associate Director
Licensure supervision hours for LCSW, MFT, LPCC, Ph.D., Psy.D. are available for waived staff by qualified licensed supervisors.

ORGANIZATION AND PROGRAM: Conard House Inc. is a nonprofit organization creating communities which empower people and restore hope. We work with a diverse adult population and strive for diversity, equity, inclusion and belonging by respecting experience, promoting inclusion, and building community. Conard House Supportive Housing Program provides housing, case management, and income advocacy for adult residents in 10 Single Resident Occupancy Settings, mostly in the Tenderloin and South of Market areas and the Cooperative Apartments Program operates 21 scattered-site shared apartments located throughout San Francisco. This position is with the Marilyn Inn, the most recent Conard House transitional program (up-to-24 months, 30 beds) located in Nob Hill. This program provides mental health rehabilitation services and treatment to program participants who will transition successfully to permanent housing. While staff will complete documentation pertaining to Medi-Cal standards, this is a San Francisco Department of Public Health, Behavioral Health Services, Mental Health Services Act (MHSA) funded program that does not bill Medi-Cal. There are sobriety expectations for program participants. We are a committed equal opportunity employer. Pursuant to the City and State's Fair Chance Ordinance, we will consider for employment qualified applicants with conviction records. People from diverse backgrounds are encouraged to apply. This position is included in the Collective Bargaining Unit with SEIU 1021.

TRAINING OPPORTUNITIES: For more than 20 years, Conard House has been providing excellent training in community behavioral health, serving individuals with severe mental health, substance use, and physical health conditions. Trainees can accrue up to 35 licensure hours per week as a Registered AMFT, ASW, APCC with California Board of Behavioral Sciences or as a Registered Psychologist with California Board of Psychology. As a waived staff, Conard House's post-graduate training focuses on psychiatric diagnostic assessment, individual and group counseling/therapy, psychosocial care management, milieu management, and Medi-Cal documentation. Treatment approaches include Cognitive Behavioral Therapy, Gestalt Therapy, Motivational Interviewing, Psychodynamic, and Systems perspectives, with an emphasis on strength based and recovery-based modalities.

QUALIFICATIONS: Must be waived or licensed in the state of CA or registered with the Board of Behavioral Science or Board of Psychology. Must have experience providing direct services including work with individuals who experience mental health, substance use, and physical health conditions. Applicants must have a working knowledge of psychiatric medications, psychological terminology, and mental health and social services in San Francisco. Effective advocacy, organizational, and communication skills are essential. The ability to work as a team member towards common goals and objectives is required. Applicants must have the ability to document using electronic database according to Medi-Cal guidelines. Experience with Medi-Cal billing and AVATAR database preferred. Ability to travel to meetings off-site required, though, personal vehicle is not required. Must successfully complete education and reference verification. After a conditional offer of hire, a criminal background check must be reviewed. New hires are required to be up to date on COVID vaccination, though requests for medical and religious exemptions are reviewed.

DUTIES: In addition to Case Management duties, the Clinical Case Manager III has the following duties.

- Provide mental health services to clients (e.g., psychosocial case management, individual and group rehabilitation services, assessment, plan development, crisis intervention) and document services in AVATAR according to Conard House Documentation guidelines.
- Conduct psychiatric assessment for medical necessity and clinical appropriateness for the program.
- Admit and orient new clients to the program.
- Assess client's need for medical and psychiatric evaluations and make appropriate referrals.
- Coordinate Plans of Care with other services being provided to the client.

- Provide resources to clients on a broad range of problems in a manner that is supportive, constructive and non-judgmental.
- Develop and implement service plans. Coordinate service plans with other external service providers.
- Assist residents with daily living skills.
- Provide advocacy assistance pursuing and maintaining entitlements, clothing, health care, mental health services and other issues.
 - Ensure proper completion of residents' applications and forms.
- Conduct groups and activities oriented toward stabilized living.
- Promote a community environment for residents to interact and socialize, incorporating community building techniques.
- Maintain support and strongly encourage an independent living environment in which residents can support each other.
- Intervene in crisis situations according to procedures. Notify and consult with supervisor as soon as possible.
- Develop and implement plan for client placement upon discharge from program.

APPLICATION PROCEDURE: Please send resumes and letter of intent to Wendy Lau, Ph.D., MHRS at marilynjobs@conard.org. Application closes once positions are filled.

Marilyn CCM III_11_21_22