
POSITION: Clinical Case Manager III (CM III), multiple positions, (Full-time), Waivered or Licensed
REPORTS TO: Clinical Program Director II or III
SALARY: \$38.46 per hour (\$80,000 annualized) including 15 days of vacation, 15 days of sick leave, and 14 holidays, with medical and dental insurance benefits and daily paid hour of lunch break
Licensure supervision hours for LCSW, MFT, LPCC, Ph.D., Psy.D. are available for waivered staff by qualified licensed supervisors.

THE 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 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 Outpatient Services within the Supportive Housing Program. Additionally, staff at Outpatient Services provide individual and group rehabilitation services, individual and group therapy, assessment and treatment planning, and crisis intervention pertaining to their scope of practice. 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 arrest and conviction records. This position is included in the collective bargaining unit SEIU Local 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 waivered 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 licensed in the state of CA or registered with the Board of Behavioral Science or Board of Psychology. **Licensure hours for LCSW, MFT, LPCC or Psychology are available.** 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. However, 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. All newly hired employees must be up to date on their vaccinations, though medical and religious exemptions are reviewed upon request.

DUTIES:

- Provide mental health services to clients (individual and group psychotherapy, psychosocial case management, individual and group rehabilitation services, diagnostic assessment, plan development, crisis intervention) and document services in AVATAR according to Conard House and Medi-Cal guidelines.
- **Conduct psychiatric assessment for medical necessity and clinical appropriateness for the program.**
- Provide resources to clients on a broad range of problems in a manner that is supportive, constructive, and non-judgmental.
- Admit and orient new clients to the program.
- Develop and implement case management and money management plans and contracts.
- Coordinate Plans of Care with other services being provided to the client.
- Provide advocacy assistance pursuing entitlements, clothing, health care, mental health services and other issues. Maintain entitlements and ensure proper completion of client applications and forms.
- Conduct groups and activities oriented toward stabilized living. Facilitate interaction among clients and involvement in the social program.
- Meet monthly billing target.

Our Mission is to build welcoming communities and caring relationships that empower people and restore hope.

- Maintain a supportive, independent living environment.
- Facilitate community building within the hotel and assist clients in utilizing hotel community resources.
- Intervene in crisis situations according to procedures.
- Assist clients with daily living skills.
- Develop and implement plan for client placement upon discharge from program.

Application Procedure: Please send resume and letter of intent with “Clinical Case Manager” in subject heading to Louise Foo, Director of Clinical Services, via email: SHCMjobs@conard.org. People from diverse cultural backgrounds encouraged to apply.