



Outpatient Services

1385 Mission Street, Suite 200, San Francisco, CA 94103

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Job Announcement – Please post and circulate

POSITION: Clinical Case Manager III (CCM III), Cooperative Apartments (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: Clinical Program Director II
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 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. Within the cooperative apartments, each resident has their own room and shares common areas like kitchen and bathrooms with other residents. There are no staff on site, but Coops case manager conducts house visits, meets residents as a group in weekly, biweekly, or monthly house meetings. Additionally, residents can go to Coops office to attend groups. 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 bargaining unit of 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. All newly hired employees are required to be up to date on their vaccinations, though medical and religious exemptions are reviewed upon request.

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 diagnostic assessment for medical necessity and clinical appropriateness for program.
- Assess client's need for medical and psychiatric evaluations and make appropriate referrals.
- Admit and orient new clients to the program.
- Coordinate Plans of Care with other services being provided to the client.
- Individual and group contacts with clients living in or in the process of applying to Cooperative Apartments (Coops) Program with a focus on independent living skills. These meetings occur both at the Coops Sites and at Coops' Office.

- Conducts weekly house meetings in clients' apartments.
- Assist residents in negotiating bills, purchases and other expenditures.
- Provide resources to clients on a broad range of problems in a manner that is supportive, constructive and non-judgmental.
- 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.
- Develop and implement case management and money management plans and contracts.
- Meet monthly billing target.
- Facilitate community building within the Coops and assist clients in utilizing community resources.
- 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 resume and letter of intent with "Clinical Case Manager III" in subject heading to Barbara Hammes, MHRS, Clinical Program Director II, via email: Jobs.coop@conard.org or fax to 415-346-1803.