



Mendocino Coast Hospitality Center

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"...shelter the homeless, feed the hungry, and provide a path to personal self sufficiency..."

Position description

Title: Therapist
Reports to: Clinical Director
Salary Range: One (1) Full-time/Non-Exempt Waivered/Exempt Licensed/Salary
Range: Salary Range: \$66,650 - \$85,280/Annually (\$32-\$36/Hour - DOE)

Pay differentials offered - must qualifying through testing or verification for the following special competencies.

- Language Translation - Bi-cultural Spanish (\$1.00 per hour)
- Bimodal Bilingualism - ASL Sign Language - Interpret from American Sign Language (ASL) to English, and English to ASL. (\$1.00 per hour)

General Duties and Responsibilities

Under the supervision of the Clinical Director, the Therapist will provide clinical services within Specialty Mental Health Services (SMHS).

This position is required to work collaboratively with other services and programs, program partners, and numerous community agencies. The Therapist will undertake assessments, develop, monitor, and support a case plan with each eligible client and provide therapy. Some rehab services and case management will also be provided by the Therapist.

The Therapist will work the caseload assigned using evidence-based practices and perform other duties as required.

Specific Duties and Responsibilities

- Provide the full range of billable services, including but not limited to assessment, plan development, care management-linkage and care coordination, rehab, collateral therapy, and psychotherapy.
- Ensure that a safe, secure, and welcoming environment is provided by maintaining safety protocols.
- Conduct assessments and provide diagnoses of mental disorders using the Diagnostic and Statistical Manual, 5th edition.
- Provide an intentional, goal-focused clinical experience for each client, derived from the Care Plan, utilizing Evidence Based Therapeutic Models and Practices.
- Coordinate the provision of access to Mendocino Coast Hospitality Center (MCHC) services through MCHC staff on-site and referral to other services, such as housing, education, welfare benefits & financial assistance.
- Provide appropriate billable services to clients whose functional impairments rise to the threshold of meeting medical necessity criteria for Specialty Mental Health Services per Title 9 of the California Code of Regulations.
- Complete all required record keeping, including Medi-Cal billing and electronic and paper-based case records. Keep records as required, including the preparations of Biopsychosocial

Assessments, Care Plans, Diagnostic/Periodic Updates and Progress Notes to document clinical contacts.

- Deliver the productivity rate for the position (currently billing 63% of total hours worked).
- Utilize outcome management tools and other electronic care management tools.
- Provide information and referrals for clients eligible for other services in the greater Fort Bragg area and Mendocino County.
- Participate in case conferencing meetings, Hospitality House/ Hospitality Clinic staff meetings, and related training as scheduled.
- Work to process and problem-solve client grievances.
- Maintain good working relationships with other service providers and other agencies.
- Follow Hospitality House/ Hospitality Clinic (HH/HC) protocol for securing “Release of Information” from clients.
- Maintain client confidentiality and observe Health Information Portability and Accountability Act regulations.
- Maintain clients’ records and data, including inputting of data to the care management databases, including Medi-Cal related data.
- Coordinate with other Mendocino Coast Hospitality Center services.

Job Skills and Abilities

- Licensed or waived licensed clinician with the CA Board of Behavioral Sciences.
- Understanding of professional boundaries and ethical/legal practices in the profession.
- Understanding of substance use disorder and mental health diagnoses and treatments.
- Two years of experience working with adults with serious mental illness.
- Ability to exercise good judgment, follow oral and written directions.
- Good clerical skills and attention to detail
- Ability to communicate effectively both orally and in writing.
- Demonstrated ability to establish cooperative working relationships with clients and staff.
- Understanding of and ability to maintain client confidentiality (HIPAA).
- Excellent listening skills
- Good computer skills including ability to use Microsoft Office software, databases, and Internet.
- Ability to maintain attitude of fairness and objectivity.
- Valid California Drivers License + Clean DMV record

A qualified licensed therapist will provide supervised hours toward licensure for Associate Marriage and Family Therapists and for Associate Social Workers up to the allowed supervision limit of the BBS.