

**JOB ANNOUNCEMENT**

*Bill Wilson Center is a nationally and regionally recognized leader for providing services to at-risk youth and families, young adults and adults. Our agency -- from our executive team to our line staff -- is committed to improving the lives and conditions of the people we serve.  We provide direct services to more than 3,500 children, youth, young adults and families in Santa Clara County. BWC provides services that meet the cultural and linguistic needs of our whole community. We value our unique ethnic diversity as well as the LGBTQ community and non-able body community. Join us and become a difference maker at Bill Wilson Center!  Find out more at* [*http://www.billwilsoncenter.org/bwc\_jobs/*](http://www.billwilsoncenter.org/bwc_jobs/)

**Case Manager/ Mental Health Specialist**

# SUMMARY:

As a Bill Wilson Center Case Manager/MH Specialist, you will provide culturally appropriate, accessible, and supportive Mental Health services to Medi-Cal and uninsured beneficiaries. Through a robust training and coaching plan you will become a skilled team member participating in assessment, treatment planning, individual and group rehabilitation (skills development), and case management. Our programs will give you the opportunity to serve a wide variety of individuals and families, expanding your skillset and experience. You will be coached and mentored by an experienced team and will be provided with 1:1 supervision, support from administrative and clinical supervisors, and professional development opportunities. Our services are provided in settings that are flexible and best meet client needs including telehealth, in the office, client’s home, in the community, or school-based services.

**AVAILABLE POSITIONS:**

Our clinical services address the needs of various ages and populations, from children to young adults. Current openings are in the following areas:

* **Y&F Outpatient** (Ages 5-21 and their families)
* **Young Adult Outpatient** (Ages 18-30)

# WHAT WE OFFER:

* 100% employer paid Medical, Dental, Vision, Life Insurance, Long Term Disability and Employee Assistance Program
* Extensive job training, support, and professional development
* Free expansive training opportunities in various evidence-based practices
* Dedicated Individual and Group Paraprofessional Supervision
* Generous Personal Time Off (PTO) Plan and 13 Paid Holidays
* Flexible schedules available dependent on program needs
* Mileage and cell phone reimbursement.
* Intentional Self-Care support through our Wellness Program designed to improve and promote healthy activities including Yoga & more!
* Flexible Spending Account for Health and Dependent Care and Commuter Benefits, Voluntary Short Term Disability, Supplemental Life Insurance, Voluntary Accident Insurance
* Retirement Plan with discretionary Employer Contribution

# ESSENTIAL DUTIES AND RESPONSIBILITIES:

* Provide mental health intake and assessment services.
* Collaborate with Clinician and client to develop an individualized care plan to meet mental health needs and develop skills essential to recovery.
* Provide case management & referral services to support clients in enhancing their daily functioning.
* Implement skills-based intervention per care plan including individual and group rehabilitation, family and collateral coaching, and case management.
* Maintain regular communication with other providers to coordinate care related to client needs.
* Facilitate group outreach programs to underserved populations (i.e. runaway youth, homeless young adults, LGBTQ youth, and current/ former foster youth) as required by program.
* Complete required case documentation in electronic health record per agency and Santa Clara County Behavioral Health standards.
* Meet minimum billable time expectations (65%)
* Provide inclusive, community-based services including travel to client homes for appointments & provide clients with transportation as needed.
* Attend meetings and trainings as required
* Participate in Quality Improvement & Safety activities & initiatives
* Ensure that site is neat and tidy and report all maintenance or safety issues to manger or Facilities Manager immediately.
* Regular attendance is a requirement of the position.
* Other duties as assigned

# QUALIFICATIONS:

* Knowledge of and experience working with culturally diverse youth required.
* Knowledge of SCC Mental Health systems (Medi-Cal) and documentation procedures highly desired.
* Current CPR and First Aid Certification required (or complete within 30 days of hire).
* Valid California driver’s license with access to a personal vehicle with current insurance that can be used for company business.
* Excellent organizational and prioritization skills.
* Excellent oral communications/presentation skills.
* Ability to work independently with attention to detail.
* A passion and willingness to learn.
* Fingerprinting/background check as required by the Department of Justice and/or Title XXII regulations.
* TB test required.
* Required to be fully vaccinated with booster against COVID-19 (if eligible or agree to receive booster at the time of eligibility)
* Bilingual (English/Spanish) communication skills highly desired.

**The Case Manager/ Mental Health Specialist Position consists of two levels of professional case management & rehabilitation services:**

* **Rehabilitation Case Manager/ Mental Health Specialist 1:** Bachelor's Degree (B.A. B.S.) in Psychology, Counseling or other Behavioral Science plus 1 year of relevant training and experience highly desired; or equivalent training and experience.
* **Rehabilitation Case Manager/ Mental Health Specialist 2:** Bachelor's Degree (B.A. B.S.) in Psychology, Counseling or other Behavioral Science plus 2 years of relevant experience. Experience providing Medi-Cal services with proven ability to meet minimum of 65% billable services consistently and complete required documentation (assessment forms, treatment plans, and progress notes) with minimal edits by deadlines.

**SALARY RANGE:**

$32.69-$34.62 hourly dependent on experience and position level.

**For consideration, please submit cover letter and resume to and be sure to reference the populations you are most interested in working with in the subject line and/or cover letter:**

**BILL WILSON CENTER**

**ATTN:** Resumes

**FAX:** (408) 244-4022

**Email:** [resumes@billwilsoncenter.org](mailto:resumes@billwilsoncenter.org)

**EEO:**

Bill Wilson Center is an Equal Opportunity/Affirmative Action employer committed to building a team that represents the racial, ethnic and linguistic needs of our community. People of color, women, persons with disabilities, and persons who are LGBTQ are strongly encouraged to apply.

*This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. Because of a need to remain responsive to the needs of our clients and BWC’s operations, responsibilities may be modified at any time.*