



JOB DESCRIPTION

Job Title: Mental Health Rehabilitation Specialist

Program: A Woman's Place (1049 Howard Street)

Reports To: Program Director and/or Program Coordinator

FLSA Status: Non-Exempt, Union

JOB SUMMARY:

The Mental Health Rehabilitation Specialist will facilitate group and individual counseling sessions, maintain client records, and participate in case management and clinical supervision sessions.

ESSENTIAL JOB DUTIES:

- Facilitate individual and group counseling sessions.
- Maintain a client caseload.
- Develop and update client treatment plans.
- Present and develop educational lectures.
- Maintain accurate and timely client charts.
- Participate in case management and clinical supervision sessions.
- Assist with new client orientation.
- Interact effectively with AIDS office, HIV/substance abuse providers and mental health professionals.
- Adhere to established policies and procedures; attend training and meeting attendance.
- Other duties as assigned.

QUALIFICATIONS:

- Must meet Medi-Cal Mental Health Rehabilitation Specialist requirements (AA degree plus 6 years experience in a mental health setting OR a BA degree plus 4 years experience in a mental health setting OR a MA degree plus 2 years of experience in a mental health setting).
- Two years current experience in individual and group counseling and client case management.
- Understanding of HIV/AIDS, substance use disorder and mental health disorders.
- Knowledge and familiarity with Medi-Cal).
- Ability to engage with others in a positive friendly, energetic and helping manner.
- Ability to express empathy and caring in the context of professional relationship.
- Experience working with people from various cultures.
- Basic computer skills in Word and Excel. Ability to work in a networked computer environment.
- CPR and First Aid certification within 90 days of hire.

PREFERRED QUALIFICATIONS:

- California ADP Certification.
- Bicultural, bilingual Spanish speaking.
- Knowledge and familiarity with San Francisco billing databases (i.e. AVATAR).
- Knowledge of San Francisco community resources; knowledge of San Francisco neighborhoods.

- Experience working with at-risk client populations.
- Strong organizational and administrative skills.

- **SALARY & BENEFITS:**
Competitive benefits package including medical, dental, paid holidays, 3 floating holidays, vacation days, sick leave, EAP, voluntary 403(b) account and pre-tax commuter check program.
- This position is a union position requiring OPEIU membership after 30 days.
- \$19.11 per hour.
- The position is located in San Francisco, California.

TO APPLY:

Email your cover letter and resume to: jobs@catsinc.org with the position title in the subject line. **EMAIL IS PREFERRED.**

Then, visit our website www.catsinc.org/careers to fill out our online job application and mandatory forms and email to the email address above.

Alternately, you may fax your materials to (415) 241-1176 or mail your materials:

Attn: Human Resources
Community Awareness & Treatment Services
1171 Mission Street
San Francisco, CA 94103

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The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job duties are intended to describe those functions that are primary to the performance of this job. Other job duties include those that are considered secondary to the overall purpose of this position.

This position description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by the supervisor and management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

CATS reserves the right to revise job descriptions or work hours as required.