



SAN FRANCISCO  
COMMUNITY  
HEALTH CENTER

## **Associate Director of Mental Health and Substance Use Services - FTR022018**

### **Agency Description**

San Francisco Community Health Center (formerly known as API Wellness) is a federally qualified health center that provides culturally competent, high quality medical care, health services, education, and outreach. We transform lives by advancing health, wellness and equality. We strengthen the well-being of and lead underserved communities—of all races, ethnicities, gender identities, sexual orientations, and immigration statuses—toward justice and health. Founded in 1987 as an all-volunteer, community-based response to the AIDS crisis in communities of color, we are an anchor-organization for San Francisco's Tenderloin neighborhood, and we also lead regional, statewide, and national programming.

***We believe that everyone deserves to be healthy and needs access to the highest quality health care.***

The Associate Director directly oversees the mental health and substance use services at the agency. This position is responsible for the coordination of mental health and substance use treatment services with existing services. In addition, this position supports the treatment, prevention, and awareness of opioid abuse. The Associate Director role focuses on both administrative leadership and clinical treatment/supervision.

### **A. Major Duties and Responsibilities:**

#### *Administrative Responsibilities:*

- Lead implementation and oversee all aspects of the agencies mental health and substance use services
- Build and foster teams, partnerships and collaborations, internally and externally, to achieve program impacts with quality and sustainability.
- Recruit, train, supervise, coach and evaluate program staff
- Work collaboratively with leadership to bring the clinic to the standards of a Patient Centered Medical Home (PCMH), Federally Qualified Health Center, and other regulatory & clinical standards of care.
- Development of Behavioral Health Module templates for the EMR and participate in the maintenance effective electronic health record system
- Lead the development and implementation of MH/SU policies and procedures with support from the Clinical Supervisor and Department Director
- Participate in continuous quality improvement measures including evaluation of clinical treatment, clinical outcomes, and practice benchmarks
- Assist clinic in submission of accurate billing information

- Contribute to the financial sustainability of the health center by way of, but not limited to, billing, patient census growth, program implementation & tracking, grant writing, community partnership building, and developing public insurance participation and coverage
- Develop strategies to build integrated care at the health center
- Perform other administrative duties as needed

#### *Clinical Responsibilities*

- Practice as a psychologist within the state of California and is licensed by the California Board of Psychology
- Conduct intake, assessment and reassessment of clients, including psychosocial and cognitive assessments for a caseload of individuals with mental health and substance use disorders
- Develop and continually update client care plans and develop appropriate discharge plans
- Complete necessary documentation and report on units of service (UOS), third party payer billing, and treatment plans in a timely manner
- Participate in case conferences, regular staff meetings and in-service trainings
- Be an active member of the agencies crisis response team

#### *Clinical Training*

- Work in close collaboration with USF team and teach a course at the university
- Provide weekly supervision to USF PsyD practicum students
- In collaboration with APIWC staff & PsyD program faculty, recruit USF PsyD practicum students through BAPIC (Bay Area Practicum Information Collaborative)
- Arrange for didactic training of students and/or clinic staff
- Perform other clinical training duties as needed

#### **B. Minimum Qualifications:**

- Ph.D. or PsyD. in clinical or counseling psychology from an accredited institution.
- Active psychology licensed to practice in California
- Experience supervising staff and students
- Experience working in a community health center and knowledge of federal and state policies governing the administration of a community health center preferred.
- Two years of post-doctoral experience in assessing and managing the psychosocial needs of low-income populations, multiply-diagnosed patients (HIV, mental disorder and substance abuse), sexual and gender minorities, immigrants and refugees
- Three years of experience with harm reduction, client-centered counseling, motivational interviewing, and other evidence-based treatment approaches
- Three years of experience working in interdisciplinary teams. Must be able to work independently and have an adaptable working style and be a strong contributor to team performance
- Three years of experience developing and facilitating psychotherapy and support groups
- Demonstrated reliability and good interpersonal, organizational, verbal, written communication skills. Must be able to handle multiple tasks and have ability to work professionally and ethically within multi-racial and multicultural settings
- Be able to provide customer service in an effective, courteous and friendly manner and meet the needs of diverse clientele
- Knowledge of legal mandates and ethical issues related to client privacy and confidentiality
- Knowledge of training requirements for psychology doctoral students
- Ability to travel within San Francisco (including multiple health center sites) and, at times, the Bay Area or nationally
- Ability to take after-hours and weekend on-call coverage and crisis intervention
- Experience and knowledge of working with underserved and marginalized populations preferred.

- Experience in supervising psychology students
- In possession of advanced communication skill to problem solve complex situations and to improve processes and services to patients and colleagues.
- Perform other duties as assigned
- Note: Physical/health screening, fingerprinting and background check are required

**C. Preferred Qualifications:**

- Five years of experience working in an acute setting and conducting psychotherapy
- Familiarity with data systems such as ARIES, Avatar, electronic health record systems, and Medi-Cal documentation requirements
- Involuntary Hold/5150 certification
- Fluency in English and Spanish

TO APPLY: ONLY applications submitted through our online database will be considered.

Please include both your cover letter and resume when prompted to insert your resume in the database here:

<https://home.eease.com/recruit/?id=15647061>

*We offer a comprehensive compensation and benefits package which includes: medical, dental and vision insurance, generous vacation, sick leave and holidays, one-month sabbatical, 403(b) with employer match, flexible work schedule, flex spending account, life insurance, long-term disability, professional development opportunities and more! (Benefits guidelines and eligibility vary based on tenure, employment status and FTE, among other factors.*

*Asian & Pacific Islander Wellness Center is an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds. Asian & Pacific Islander Wellness Center does not discriminate on the basis of age, ancestry, citizenship status, color, creed, disability status, gender identity, HIV status, marital status, medical condition, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected class.*

*Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records*