



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 under-served 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.***

This position directly oversees all of the mental health and substance use programs at the agency. The Associate Director focuses on administrative leadership, while providing clinical treatment and supervising staff.

**A. Major Duties and Responsibilities:**

- Practice as a licensed mental health clinician within the state of California
- Lead implementation and mental health and substance use services at the agency
- Recruit, train, supervise, coach and evaluate program staff
- 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
- 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.
- Lead the development and implementation of MH/SU policies and procedures with support from the Clinical Supervisor and Department Director
- Participate in the maintenance of an effective electronic health record system

- Participate in case conferences, regular staff meetings and in-service trainings
- Participate in continuous quality improvement measures including evaluation of clinical treatment, clinical outcomes, and practice benchmarks
- Be an active member of the agencies crisis response team
- Perform other duties as needed

**B. Minimum Qualifications:**

- LCSW, LMFT or Psy D or equivalent
- 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.
- 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
- 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
- Ability to take after-hours and weekend on-call coverage and crisis intervention
- Experience and knowledge of working with underserved and marginalized populations preferred.

**B. Preferred Qualifications:**

- Familiarity with data systems such as ARIES, Avatar, electronic health record systems like e clinical works and Medi-Cal documentation requirements
- Involuntary Hold/5150 certification
- Fluency in English and Spanish

**Location:**

- San Francisco, CA

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*