



# CONARD HOUSE ADMINISTRATIVE OFFICES

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## JOB ANNOUNCEMENT – PLEASE CIRCULATE

**Position:** Associate Clinical Director (Full Time - LCSW, MFT, Ph.D.)  
**Salary:** \$84,557.52 (\$3,523.23 semi-monthly) with excellent benefits  
**Reports to:** Director of Clinical Services

**Organization & Program:** Conard House, Inc. is a nonprofit organization empowering people who live and work on the margins of society. We work with a diverse adult population and strive for cultural competency by respecting experience, promoting inclusion and building community. The Associate Clinical Director (ACD) will assist the Director of Clinical Services in supervising staff who provide clinical services in Department of Public Health-funded Supportive Housing Sites at Conard House. Our Supportive Housing Program offer mental health services (e.g., individual and group counseling/therapy), psychosocial case management, crisis intervention, benefits administration, and health care coordination at nine residential hotels in the Tenderloin and South of Market area and scattered-site shared apartments. This ACD-will provide licensure hours for waived staff. In addition, this ACD may assist the Director of Clinical Services to develop and manage an organization-wide Health Navigation Service and Health Navigator Project, within our Supportive Housing Program This ACD may assist the Director of Clinical Services developing new programs at Conard House, such as the Jackson Street Residential Community.

**Qualifications:** Must be an LCSW, MFT or Psychologist meeting the requirements of the California Board of Behavioral Sciences and Board of Psychology, including two years licensure to provide licensing hours to assigned staff, interns, and trainees. Must have experience in community mental health settings, preferably social rehabilitation and supportive housing. Experience in medical social work and developing new program/project implementation are both pluses Preference will be given to candidates who have experience in providing Medi-Cal mental health services and using an EHR billing system. Personnel and Clinical supervision experience is required. Must be able to supervise site-based Program Directors, who supervise Case Managers providing mental health services (assessment, individual and group counseling/therapy, crisis intervention), community building and money management services. Must successfully complete a background and reference review.

### **Responsibilities:**

- Supervise Program Directors and Case Managers providing mental health and supportive housing services including assessment, individual and group counseling/therapy, crisis intervention, psychosocial case management, housing maintenance, benefits advocacy, money management, and community building.
- Supervise outpatient service delivery to ensure compliance of all assigned sites with MediCal / HIPPA standards for mental health services, for chart structure and all documentation requirements, and for statistical data and report submission for billing and program outcomes; Coordinate accuracy and timely submission of data and reports and take corrective actions when necessary.
- Oversee Medi-Cal documentation of outpatient services including providing diagnostic assessment and approving case managers' assessments and treatment plans.
- Assist the Director of Clinical Services in overseeing the delivery and documentation of outpatient services.
- Provide support to Director of Clinical Services on audit compliance.
- Assume responsibilities of the Director of Clinical Services or a Program Director when unavailable.
- Supervise assigned waived staff in individual and group supervision for licensing hours as directed.
- Provide leadership to develop and implement Health Navigation program, including recruitment and supervision of Health Navigators, at discretion of the Director of Clinical Services.
- Develop and maintain Health Navigation Services database on residents and clients; compile and analyze data; produce and disseminate accurate and timely reports as directed at discretion of the Director of Clinical Services.
- Coordinate with Pacific Clinics Training Institute (PCTI) on staff's completion of Health Navigation Certification.
- Coordinate with PCTI on continuation of Health Navigation Services at Conard House at discretion of the Director of Clinical Services.
- Provide leadership to develop and implement the Jackson Street Residential Community program for residents' personal and professional development, at discretion of the Director of Clinical Services.

- Coordinate and assist with program and property management staff in resolving tenant and property management issues.
- Maintain community contacts and attend meetings as assigned on behalf of the program or a program site.
- Develop and update procedural manuals on training and documentation and any other manuals required for effective operations.
- Supervise program services to ensure compliance with contract and grant objectives.
- Assist in developing and promoting supportive housing program philosophy, integrating psychosocial rehabilitation, harm reduction, and community building.

**Application Procedure: Please submit resume and letter of interest to Louise Foo, PhD, Director of Clinical Services by e-mail at [ACDJOBS@conard.org](mailto:ACDJOBS@conard.org) or by fax 415-864-7093. Open until filled. We are a committed equal opportunity employer. People with diverse cultural backgrounds encouraged to apply. Pursuant to the city and state's Fair Chance Ordinance, we will consider for employment qualified applicants with conviction records.**

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