



JOB DESCRIPTION

TITLE:	Clinical Care Manager
IMMEDIATE SUPERVISOR:	Program Manager
CLASSIFICATION:	Full-Time (40 Hours)/Exempt
PROGRAM/DEPARTMENT:	Adult Services Assertive Community Treatment (ACT)

SUMMARY OF POSITION RESPONSIBILITIES:

Under supervision of the Program Manager, performs functions of care Manager in program sites, inpatient units, in homes and other locations. Works to reduce barriers by linking members in the community so they are regaining specific skills in living, working and recreating in the community; provides case management health services, charts and records in accordance with standard practices and performs related duties as required. Work is primarily in the field and requires working some weekends and “on-call coverage” during the evening and night hours. Position also assists the Program Manager in monitoring critical program activities including caseload assignments, shift manager schedules, and other duties as assigned by the Program Manager. The Team Leader also supervises Peer Counselors and oversees the Life Coaching Project.

QUALIFICATIONS:

1. Training and Experience: The minimum qualifications include a Master’s Degree in a Mental Health Discipline with the ability to become licensed in California; the flexibility to provide comprehensive, community-based services to seriously mentally ill population; the ability to work collaboratively with team members and community providers; and excellent communication skills.
2. Preferred qualifications include experience with seriously mentally ill individuals, or experience with clinical case management or assertive continuous treatment approaches.
3. Fluency in Spanish, Cantonese or other Asian languages is highly desirable.
4. Requires skill and ability to work cooperatively and effectively in an interdisciplinary team, in a multi-cultural, multi-lingual environment and with other providers of service.
5. Requires innovative and creative problem-solving skills.
6. Requires a demonstrated commitment to the public health client and the ability to work within the framework of the PACT model of care.

APPLICATION PROCESS: E-mail: jobs@westside-health.org
Reference job id: 072106-ccm-act

or
Mail Resume To:
Human Resources Department



Westside Community Services
1153 Oak Street
San Francisco, CA 94117

Phone: 415-431-9000
Fax: 415-552-3917

**WESTSIDE Community Services Is An Affirmative Action, Equal
Opportunity Employer. People of Color And/Or Bilingual Are Encouraged to Apply.**