



Exempt  
April 6, 2010

## JOB ANNOUNCEMENT

**Position:** Director of Mental Health Services

**Reports to:** Chief Executive Officer

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### **Position Purpose:**

The Director of Mental Health Services supervises the LCSW, MSW, and Case Manager to ensure that they meet the social and emotional needs of JWCH patients. The Director of Mental Health Services may also provide psychotherapy or counseling to patients. The Director of Mental Health Services will work with a multidisciplinary team to ensure that JWCH patients are linked to a full range of medical and support services to ensure maintenance of health and well-being.

### **Principal Responsibilities:**

1. Hires, supervises, and trains LCSW, MSW, and Case Manager while overseeing all activities of the Mental Health Services department, including clinical, outreach, administrative and compliance functions.
2. Ensures patient files and cases are managed in accordance with contract and Medi-Cal requirements.
3. Facilitate case conferences on a quarterly basis to ensure patient files and cases are managed in accordance with contract, program, and Medi-Cal requirements.
4. Represents JWCH and the mental health services at required meetings.
5. Interviews, coordinates, and plans programs and activities to meet the social and emotional needs of JWCH patients.
6. Conduct intake and comprehensive assessment of client's available resources and needs and provide psychotherapy or counseling to patients. Develop and review with each client an individual-based treatment adherence plan.
7. Support client involvement in planning, implementing, and evaluating the program.
8. Will work with a multidisciplinary team to ensure that JWCH patients are linked to a full range of medical and support services to ensure maintenance of health and well-being.
9. Oversee an active on-call after-hours emergency system to address the needs of patients in crisis, and works actively with the providers, LCSW, MSW, and Case Managers to best assist patients who may need to mental health services for medical or psychiatric reasons.
10. Complete data collection forms and prepare reports as required by the program.
11. Maintain quality assurance standards of the program.
12. Review/revise Continuous Quality Improvement Plan (CQI) on an annual basis, implement CQI monitoring and meetings according to CQI Plan.
13. Other duties as assigned.

### **Requirements:**

1. Licensed Clinic Social Work required.
2. Master's degree in social work, social welfare, psychology, marriage, family and child counseling, and/or marriage and family therapy from an accredited college or university.
3. At least one year of supervision experience.
4. Experience in outpatient clinic setting working with low income and/or homeless individuals.
5. Bilingual (English/Spanish) ability preferred.

To apply, please fax or email resume or list of qualifications including the job code number to:

JWCH Institute, Inc.  
1910 W. Sunset Boulevard, Suite 650  
Los Angeles, CA 90026  
Attn: Human Resources Department  
Job Code: 307  
Fax Number (213) 413-3443  
E-Mail [cespinoza@jwchinstitute.org](mailto:cespinoza@jwchinstitute.org)

Closing date: Open until filled.  
JWCH Institute, Inc, is an Equal Opportunity Employer (EOE).