RUBY’S PLACE, INC.
Job Description

JOB TITLE: Youth Clinician

REPORTS TO: Clinical Program Manager

WORK AREA: Community Office / Shelter / Remote Workspace

HOURS: Full-Time, Exempt

Duties:
The Trauma Recovery Center (TRC) in South Alameda County is an award-winning program that is the first of its kind in California. It is designed to help victims of violent crime overcome barriers to accessing mental health treatment, health care, and legal resources in the acute aftermath of trauma. The TRC serves recent victims of violent crime, including survivors of physical assault, sexual assault, gunshot wounds, stabbings, domestic violence, and human trafficking.

Under the supervision of a senior staff, the clinician will provide clinical intakes, individual and group psychotherapy, assertive outreach, and clinical case management services, using evidence-based practices that are effective for the service population within the TRC and shelter at Ruby’s Place. This position may oversee all clinical services at the shelter facility for youth between the ages of 12-17 years old.

QUALIFICATIONS:
The clinician must have a Master’s Degree in clinical and/or counseling psychology or related field, and be registered with the California Board of Behavioral Sciences as one of the following: a Licensed Marriage and Family Therapist (LMFT), a Licensed Clinical Social Worker (LCSW), a Licensed Professional Clinical Counselor (LPCC), or a Licensed Educational Psychologist (LEP).

The clinician should have experience and passion in working with young people of color between the ages of 12-17 years old who maybe have been exposed to domestic violence, homelessness, sex trafficking, foster care system and group homes. This clinician must have knowledge and familiarity with Commercial Sexual Exploitation of Children (CSEC). The clinician should demonstrate passion towards learning and be comfortable with using technology to conduct intakes, evaluations, and therapy sessions (individual, family, and group.
therapy). The clinician should be able to maintain a balance of independent ownership of key tasks while engaging in regular team communications.

**Background check, fingerprinting (Live Scan), completion of all Community Care Licensing documents are required.** All licensing requirements of Community Care Licensing must be met.

Must be able to provide documentation of a college degree and California Board License or current Associated registration. Professional license or associate number from Board of Behavioral Sciences must remain valid at all times during your employment at Ruby’s Place.

**HOURS OF WORK:**
The hours of work are full-time, 40 hours per week. The clinician must be available to work evenings and weekends and respond to any other unforeseen circumstances or emergencies.

**RESPONSIBILITIES:**
- Clinicians will carry approximately 18 clients and see and complete progress notes for approximately 10-18 clients per week.
- Clinicians will visit their assigned shelter 1x weekly and or as needed in order to maintain a level of support to clients and staff.
- Conducts clinical intakes of new clients using a trauma-informed approach and identifies service needs when appropriate. Assessment includes identifying presenting problems, psychosocial history, mental status exam, and DSM-5 diagnosis.
- Clinical interventions include: crisis intervention on-site at the TRC and/or shelter or telehealth services.
- Clinical services also include short-term, trauma-informed individual and group psychotherapy as well as comprehensive clinical case management, liaison with other health care providers, and referral and accompaniment to community services when appropriate.
- May visit clients at home, shelter and/or in the community for the purpose of outreach and follow-up if the client is unable to keep regularly scheduled appointments.
- Caseload consists of complex clients, all of whom have histories of trauma, including acute and chronic physical and sexual abuse, and are victims of interpersonal violence such as sexual assault, physical assault, domestic violence, gunshot wounds, political torture, and immigration trauma. Many clients also have concurrent medical problems, psychosocial problems, and may have substance abuse problems as well.
- Utilizes knowledge of the mental health, medical, and community resources in Oakland and/or San Francisco and maintains familiarity with new programs.
- Develops a comprehensive treatment and service plan for each client, integrating knowledge from a wide range of human service resources.
- Facilitates coordination of services among various agencies; advocates for and links clients to needed services. Helps to establish eligibility for clients for social security disability,
Victim of Crime, and other financial entitlements. Provides assistance with U-Visas and psychological asylum evaluations as needed. Serves as a client advocate and liaison with the District Attorney’s Office and Police Department for victims of crime wishing to file police reports, restraining orders, etc.

ADDITIONAL REQUIREMENTS:
Clinical Supervision, Teaching, Training, and Program Development:
- May provide supervision to clinical interns.
- Participates in in-service training and case conferences.
- Conducts community presentations and trainings to partner organizations and mental health providers.
- May assist with program development, including identification and implementation of types of appropriate measurement-guided mental health treatment.

Record Keeping and Administration and Other Duties:
- Maintains client records according to California, and licensing requirements.
- Records data in client’s chart.
- Meets program productivity standards; Completes productivity forms, clinical documentation, and other documentation of services in a timely fashion.
- Assists in processing Quality Improvement requests.
- Assists in data collection for program evaluation and research purposes; Works collaboratively with the TRC multi-disciplinary team.
- Attends staff meetings, administrative and reflective supervision and other assigned meetings.
- Create and maintain documentation of processes and procedures in relation to duties of the job.
- Performs other related duties as assigned.

Knowledge, skills, and abilities:
- Have knowledge in working with immigrant and refugee, runaway, juvenile justice systems, LGBTQ and/or chronically mentally youth.
- Familiarity with diagnosing clients and developing effective treatment plans.
- Demonstrated excellent attendance and reliability.
- Excellent organizational and strong interpersonal skills.
- Awareness of social service agencies, state regulations and APA/BBS standards as it relates to client treatment, client rights and client/client confidentiality.
- Open-minded, non-judgmental, flexible, and have good humor.
- Have a passion for working with youth.
- People of color and ethnic minorities are encouraged to apply.
- Bilingual Spanish preferred.
WORKING CONDITIONS:
This role is eligible for hybrid remote/in-person work (Flex Work). The extent of remote work will be determined by business needs. Time spent on-site versus remote working will be discussed and agreed upon with supervisor. The staff member is expected to be available on-site as necessary given business needs. All COVID-19 safety protocols must be followed.

When on-site, staff member will work in a well-ventilated and properly lit office. Must be able to sit for long periods of time. Occasional travel may be required. May be required to lift up to 50 pounds. Subject to frequent interruptions. Must be able to multitask and handle stress. Frequent interaction with staff, colleagues, donors, service providers, Board of Directors and the community in general.

PERSONAL QUALIFICATIONS:
Ability to follow oral and written directions. Must be flexible, creative and take initiative in handling emergencies. Must be compassionate and understanding for people in crisis. Must have strong administrative, interpersonal and communication skills.

LANGUAGE SKILLS:
Ability to write business correspondence, reports and applications. Ability to effectively present information and respond to questions from groups and individuals.

REASONING ABILITIES:
Ability to problem solve with clients and co-workers towards accomplishing client case management goals, program goals and objectives, and funding requirements.

Ruby’s Place is committed to the implementation of an Affirmative Action Policy and the Americans with Disability Policy in its recruitment, selection and placement of all personnel and is an Equal Opportunity Employer.

I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.

YOU ALSO UNDERSTAND THAT YOU ARE A MANDATED REPORTER TO CHILD AND ADULT PROTECTIVE SERVICES.
NO SERVICES MAY BE RENDERED FOR CLIENTS AT ANY TIME, WHETHER DURING NORMAL WORKING HOURS OR AFTER HOURS. UNDER NO CIRCUMSTANCES SHALL A CLIENT OR THEIR FAMILY ENGAGE YOU FOR PERSONAL SERVICES.

__________________________________  ______________________________________
Staff Member  Date

__________________________________  ______________________________________
Clinical Program Manager  Date