



Position: Mental Health Clinician II
Program: Mental Health Services – FVIS /STOP Violence Program
Reports to: FVIS /STOP Program Manager
Salary: \$23.08 per hour
Status: 100%; Full-Time; Non- Exempt; Union
Probation: 90 days
Benefits: Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403B retirement plan

JOB SUMMARY: Under the direct supervision of the Program Manager – FVIS/STOP Violence Program, the Mental Health Clinician shall conduct individual and group family violence and crime victim prevention and intervention services, document and evaluate their effectiveness, and assist with development of activities associated with the department grant program(s) as applicable.

ESSENTIAL FUNCTIONS:

- 1) Conduct individual and group services for clients identified to be at risk for or experiencing all forms of family violence and other crime victimization. Document progress in the appropriate records immediately following each client encounter;
- 2) Serve on-duty to handle family violence and crime victim walk-ins, whether crisis oriented or not, as well as general victimization information and crisis telephone calls. Complete intakes for walk-in clients as appropriate;
- 3) Conduct intakes and clinical assessments, prepare the required documentation, and route appropriately for review and placement;
- 4) Serve as the primary clinician for DOJ Mental Health Access for Crime Victims contract;
- 5) Participate in strategic planning for DOJ contract and assist with program reports as needed;
- 6) Coordinate emergency and specialized housing for clients in need of it.
- 7) Coordinate other services/needs of clients for clothing, food, household goods, etc.
- 8) As appropriate, assist clients in obtaining and maintaining temporary and/or permanent housing.
- 9) As appropriate and as needed, provide mobile counseling and outreach to crime victims.
- 10) Participate in the multi-disciplinary Clinical Case conference and present assigned cases as they come due for review;
- 11) Participate in weekly STOP Violence Department staff and clinical review meeting;
- 12) Make appropriate referrals to services outside Los Angeles LGBT Center (Center), within the Center, and to other services within the MHS Department as needed. Follow up on referrals made with the client to assure the appropriateness of the referral and the continuity of care;
- 13) Coordinate client care with Legal Services Department as necessary;
- 14) Coordinate client care with other Center departments/programs as well as off-site organizations and resources;
- 15) Participate in the Quality Improvement process practiced in the MHS Department;
- 16) Adhere to the Utilization Management protocol used in the MHS Department to ensure timely and appropriate client service;
- 17) Assume responsibility for completing all documentation in a timely, legible and thorough manner, submitting client records at the end of each business day as well as proper notification of changes in appointment schedule to supervisor and administrative support staff;
- 18) Complete reports as required;
- 19) Participate, as assigned, in clinical supervision groups and/or individual supervision;
- 20) Attend family violence and victim of crime continuing education workshops/seminars as instructed;
- 21) Participate in staff meetings, planning meetings, community meetings, and other meetings as needed;
- 22) Provide family violence and crime victimization information to agency staff, interns and volunteers as needed;
- 23) Assist in the production of program reports as needed;
- 24) Other duties as assigned;

Page 1 of 2 – See page 2 for Job Qualifications and Experience

E-mail cover letter and resume as an attachment to jobs@lalgbtcenter.org website: www.lalgbtcenter.org

Or submit cover letter with application/resume to:

Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.



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JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Knowledge of or experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people;
- 2) A passion for the Center’s work and its mission to make the world a better place for LGBTQ people;
- 3) Master’s degree in a behavioral science field (psychology, social work, etc.);
- 4) Domestic Violence Counselor certification or a minimum of 40 hours of training in domestic violence preferred;
- 5) At least two years counseling experience in at least one of the following: residential care, social services, child welfare services, general counseling, domestic violence services, victims of crime counseling, chemical dependency treatment, juvenile justice, youth services, etc.;
- 6) Active BBS registration (Mental Health Associate/ pre-licensure);
- 7) Ability to work as a team member dedicated to generating resources/services to the LGBTQ community;
- 8) Proven ability to work under direct supervision;
- 9) Ability to relate in a non-judgmental and respectful manner to diverse LGBTQ individuals and persons experiencing a wide variety of emotional and behavioral problems;
- 10) Ability to work well under pressure in a fast-paced environment;
- 11) Excellent verbal and written communication skills, including strong organizational and interpersonal skills;
- 12) Computers skills and knowledge including word processing, database operations, spreadsheets, and other software systems;
- 13) Working knowledge of family violence issues/dynamics, crime victimization and trauma, and their emotional, psychological, physical and social impact. A minimum of 40 hours of training in domestic violence dynamics, assessment, and intervention preferred;
- 14) Flexibility to work evenings and weekends;
- 15) Access to transportation required;
- 16) Bi-lingual a plus (English/Spanish preferred);
- 17) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment.

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