



**Position:** Mental Health Clinician III  
**Program:** R.I.S.E.  
**Department:** Children, Youth & Family Services  
**Reports to:** Youth & Family Connections Manager  
**Salary:** \$35.10 per hour  
**Schedule:** 9am – 6pm Monday – Friday  
**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 403(b) retirement plan

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**JOB SUMMARY:** Conducts individual, couple and group counseling services, documenting progress, utilizing short term model in treatment planning to the greatest extent possible and serve on-duty walk-ins, crisis, as well as general information and crisis telephone calls. Bilingual, Spanish-speaking a plus.

**ESSENTIAL FUNCTIONS:**

- 1) Conduct individual, couple and group counseling services for clients presenting to the MHS and documents progress in the client's record immediately following the session;
- 2) Utilize short term model in treatment planning to the greatest extent possible; must receive concurrence of supervisor to extend number of sessions beyond the short-term model protocol;
- 3) Serve on-duty for designated hours each week to handle walk-ins, whether crisis oriented or not, as well as general information and crisis telephone calls. May complete Intake at the time of seeing a walk-in client if deemed appropriate;
- 4) Conduct Intakes, prepares the required documentation and routes the client's record to the supervisor for disposition/placement;
- 5) Participate in the multi-disciplinary Clinical Case Conference, presenting assigned cases as they come due for review;
- 6) Make appropriate referrals to services outside the Center, w/in and to other services within the Department, e.g., psychiatric evaluation; and, follows up on those referrals with the client to assure appropriateness of the referral & continuity of care;
- 7) Participates and/or takes a leadership role in the Quality Improvement process practiced in the Clinic;
- 8) Adhere to the Utilization Management protocol used in the clinic to ensure timely and appropriate client service;
- 9) Assume responsibility for completing all documentation in a timely, legible and thorough manner, submitting client records at the end of each business day, and proper notification of changes in appointment schedule to supervisor and Administrative Support staff;
- 10) Participates, as assigned, in clinical supervision groups and/or individual supervision on a weekly basis;
- 11) Mandatory attendance at monthly in-service training sessions;
- 12) Assists in the coordination of the work of paraprofessional volunteers and Mental Health Clinicians I, II and III;
- 13) Participation with supervisor and/or members of the MHS Management Team in program planning, program evaluation, dissemination activities and training;
- 14) Participate in staff meetings, planning meetings and other meetings as needed;
- 15) Other duties as assigned;

Page 1 of 2 – See Page 2 for Job Qualifications & Experience

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**E-mail cover letter and resume as an attachment to [jobs@lalgbtcenter.org](mailto:jobs@lalgbtcenter.org) website: [www.lalgbtcenter.org](http://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) Four years paid post graduate counseling experience, i.e., residential care, social services, child welfare services, general counseling, chemical dependency treatment, juvenile justice, youth services, etc.;
- 4) Ph.D. or Masters in behavioral science discipline;
- 5) Licensed in applicable field of practice for a minimum of two years or license-eligible.
- 6) Ability to work as a team member dedicated to generating resources/services to gay, lesbian, bisexual, & transgender communities;
- 7) Proven ability to work under direct supervision;
- 8) Ability to relate in a non-judgmental and respectful manner to gay, lesbian, bisexual and transgender individuals, or people experiencing a wide variety of emotional and behavioral problems.
- 9) Excellent verbal and written communication skills, including strong organizational, detail and interpersonal skills;
- 10) Computer skills and knowledge including word processing, database operations, spreadsheets, and other software systems;
- 11) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration status, and physical abilities in a multicultural environment.

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