Huckleberry Youth Programs

TITLE: Mental Health Coordinator, Marin
DIVISION: Huckleberry Teen Health Program
SALARY: $56,000 – $76,000/yr FTE DOE (Prorated part-time $28,000 to $38,000/yr 0.5 FTE)
STATUS/SCHEDULE: Exempt/20 hrs (0.5 FTE)
SUPERVISOR: Director of Programs, Marin

RESPONSIBILITIES:
The Mental Health Coordinator is expected to provide administrative and clinical supervision for
the mental health team in Marin, including counseling and substance abuse staff, and establish
strong collaborative partnerships with all HYP-Marin program components.

ESSENTIAL FUNCTIONS:
1. Provide for the administrative and clinical supervision of all counseling and substance abuse
staff and interns in Marin through individual and/or group supervision.
2. Coordinate and ensure implementation of regular training for Marin psychosocial team.
3. Coordinate with SF HYP psychosocial team for periodic joint trainings.
4. Develop and update protocols and procedures for mental health and substance abuse services.
5. Oversee any consultant contracts for psychosocial services.
6. Develop and oversee internal and contract documentation, including chart review.
7. Triage referrals, assign to appropriate staff or make appropriate referrals to outside agencies,
and ensure timely service delivery.
8. Identify and purchase appropriate counseling supplies.
9. Provide input into the overall agency decision-making process through participation on the
Management Team.
10. Attend staff meetings, Marin management meetings, and other meetings as assigned.
11. In collaboration with the Director of Programs, monitor mental health and substance abuse
contracts to ensure that contract outcomes are met, and submit renewals.
12. Represent HYP at relevant Marin community and provider meetings and trainings.
13. In collaboration with the Director of Programs, seek out and/or develop/pursue resources
(private pay, third party, grant funding) to support psychosocial services.
14. Coordinate and collaborate with other Marin based mental health, substance abuse, youth
services providers, and school counselors as appropriate.
15. Other duties as assigned.

REQUIRED EDUCATION AND EXPERIENCE:
1. Licensed MFT/LCSW required, meeting BBS supervision criteria preferred, or PhD-level
Psychologist.
2. Minimum five years experience working with high-risk adolescents, their families, and
communities of color in a clinical setting and two years previous management experience.
3. Minimum two years of experience performing formal clinical supervision

PREFERRED EDUCATION AND EXPERIENCE:
1. Experience and knowledge of substance use counseling strategies and systems
COMPETENCIES:
1. Maintain professional standards of performance, demeanor, and appearance at all times.
2. Perform tasks and responsibilities in a complete and timely manner, complying with agency policies and standards and conforming to scheduling requirements of this job description and program.
3. Maintain a creative, team-building, cooperative approach to job performance and seek to bring a constructive problem-solving orientation to all tasks.
4. Maintain an awareness of the agency’s mission and work to promote the positive individual and social change goals it embodies.
5. Exercise discretion and professional judgment at all times in keeping with the responsibilities carried personally and by the agency for the care and welfare of youth and families.
6. Actively strive to upgrade personal skills through engaging in appropriate professional training experiences.
7. Able to effectively handle crisis and prioritize service delivery
8. Able to provide leadership in program development
9. Experience with and desire to work with Latinx and underserved youth and families
10. Knowledge of service delivery including intake and assessment, case management, counseling, substance abuse intervention, prevention, follow-up, referrals and linkages, advocacy, and support services to families and caregivers.
11. Strong communication skills and ability to work well in a team environment a must.

WORK ENVIRONMENT:
This position operates out of the Huckleberry Youth Programs Marin Multiservice Center. This role routinely includes driving to various schools and community sites. The position also includes the use of standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Huckleberry Youth Programs Marin Multiservice Center is located in San Rafael and is accessible by bus, although the role includes personal access to a car.

PHYSICAL DEMANDS:
1. The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is regularly required to talk, hear, and sit. The employee is occasionally required to stand, walk, and use hands or fingers, handle or feel objects, tools and controls.
3. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
ADDITIONAL ELIGIBILITY QUALIFICATIONS:
1. TB clearance
2. Valid CA driver’s license & clear DMV record

SECURITY CLEARANCE:
1. Must pass DOJ/FBI background check

OTHER DUTIES:
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

HOW TO APPLY:
If interested, please email resume and cover letter to mhchypm2018@huckleberryyouth.org or fax to 415-751-6480.

EQUAL EMPLOYMENT OPPORTUNITY:
Huckleberry Youth Programs is an equal opportunity employer, committed to providing equal opportunity to its employees and applicants for employment without discrimination on the basis of race; color; ethnic background; religion; gender; gender identity or expression; sexual orientation; national origin; ancestry; age; marital status; pregnancy, childbirth, or other related medical condition; disability, including HIV- related conditions; or status as a covered veteran. This policy applies to every aspect of employment, including but not limited to: hiring, advancement, transfer, demotion, layoff, termination, compensation, benefits, training and working cond