

Social Services Assistant

Mission: Alpine Special Treatment Center Inc.'s (ASTCI) mission is to provide an environment where adults with mental illness and co-occurring disorders transition from acute crisis to stabilization. Clients' safety and well-being is maintained while encouraging and promoting individuals' highest level of independence through an integrated, individualized, and comprehensive therapeutic program. ASTCI provides a welcoming environment and goal oriented program that gives the mentally disabled and dually diagnosed individual the tools necessary to transition back into the community while maintaining a more independent lifestyle.

Facility Information: ASTCI is a secure, 125-bed mental health rehabilitation facility located 28 miles east of downtown San Diego. ASTCI has been providing services to the County of San Diego for 40 years. Our facility is CARF accredited, and recognized for excellence in providing treatment to clients, most of whom are conserved due to severe disability. We are proud to announce that Alpine Special Treatment Center has been selected as the 24-hour Program of the Year by the Mental Health Recognition Committee of San Diego. This is validation of our excellent program and dedication to our clients. ASTCI is open 365 days a year, 24 hours a day. You can learn more about Alpine Special Treatment Center Inc. by visiting: <http://astci.com>

Alpine Special Treatment Center, Inc. is currently seeking dynamic, caring, bachelor-level clinician to support clients in a direct-care, team-based environment within an inpatient treatment setting. The position is fast-paced, team oriented and provides the opportunity for clinicians to gain experience in the treatment of clients struggling with severe and persistent mental illness while also gaining skills in leadership, compliance, and therapeutic interventions.

Duties:

The Social Services Assistant has overall responsibility for working closely with the Client Placement Coordinator and Clinical Specialists to coordinate the admission and discharge of clients and in assisting with appropriate treatment outcomes. This is a direct-care position, working closely with clients in a team-based environment, to provide daily care to clients residing in the facility. The Social Services Assistant may work with a caseload of clients from admission to discharge, following through on all aspects of the client's residential care on a daily basis to ensure that the treatment plans designed by the Clinical Specialist are being implemented by team members on the units.

In addition, the Social Services Assistant works with clients, their families, conservators, case managers, internal and external stakeholders to address concerns or special needs that may arise during their course of treatment within the facility. The Social Services Assistant works directly with various members of the healthcare team, facility departments, and administration to solve problems that client, families, conservators, internal and external stakeholders may have with the goal of facilitating a positive client experience during their time at the facility. The Social Services Assistant acts as an intermediary between facility departments, staff, and the patient/family, conservators, case managers, internal and external stakeholders to bring about the most effective treatment and positive experience.

The Social Services Assistant ensures compliance with department protocols, policies, guidelines, and facility standards, and assists with the implementation of daily operations, activities, and clinical support of the clients

Work Schedule(s): Full-Time (40 hrs per week)

Working Days: Mon, Tue, Wed, Thu, Fri, Sat, Sun

Hours: ASTCI core business hours are Monday – Friday from 7:00a – 5:30p. For the Social Services Assistant position, it may be expected to work at least one weekend day (i.e. Saturday/Sunday) per week.

NOTE: Shifts may vary depending on client care needs, days off may not include standard weekend days or holidays. Flexibility in scheduling is favored.

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Salary/Benefits:

Salary Range starting at \$20.50 per hour. Competitive rate will be determined, and commensurate with qualifications, and experience, with an excellent benefit package, including health and dental plans, 401(k) plan with employer match, flexible spending accounts, paid leave, and much more. Weekend shift differentials are available, along with holiday premium pay.

Comprehensive training to include crisis de-escalation certification (provided by the facility within first 90 days of employment).

Company-paid health insurance for full-time employees within 90 days includes: Medical, Dental, Vision, Life/AD&D, and Long-Term Disability.

Paid time off (PTO)

401(k) retirement program.

Key Requirements

- Must pass pre-employment physical examination
- Must be proficient in written and spoken English
- Designated Drug Testing required
- Able to successfully pass a criminal background Investigation (DOJ/FBI)
- Verification of educational credentials through a certified transcript.

Qualifications:

Education or Training: Baccalaureate degree from an accredited college or university in Social Work or closely related field (required).

Successful candidates may be given credit for additional experience in lieu of an education. This exchange is assessed on an individual basis and may be achieved through additional, demonstrated experience in the fields of counseling, psychology, nursing, social work or closely related fields or positions at the sole discretion of the hiring manager and/or the Human Resource Department.

Experience: Minimum of (2) two years' experience with client centered care. One (1) year of experience in Mental Health experience (required).

Certification: Current/Valid CPR certification (AHA AED/BLS/Healthcare Provider).

Special Qualifications:

Possession of a valid driver's license as the position may require driving company vehicles. (Preferred)

Bilingual (Preferred)

Training or experience with electronic medical records (e.g. Cerner) preferred.

Knowledge of:

- A demonstrated knowledge of the assessment and treatment of serious mental illness is a necessity. Additionally, the incumbent should be able to learn and understand legal, conservatorship, facility standards and program practices/requirements and apply this knowledge in problem-solving and responding to questions/inquiries.
- Working knowledge of Federal, State, and local laws, regulations, and requirements for the provision of mental health services and programs.
- Comprehensive knowledge of: computer information (software and/or hardware), including word processing, spreadsheets, database, and desktop publishing; business

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correspondence format and style; business terminology; computer operating system commands

- Considerable knowledge of: medical, legal, or other specialized mental health terminology
- Knowledge of basic client management procedures for determining eligibility, assessing needs, identifying resources, making referrals, following up, and documenting client interactions and proactively supporting client's pursuit of treatment goals.
- Knowledge of community resources and benefits that impact and/or benefit the targeted client needs.

Ability to:

- Communicate effectively both verbally and in writing to provide instruction and educational information to individuals and groups.
- Establish and maintain effective working relationships with other Department employees, representatives of other agencies and organizations, and members of the community.
- Ability to exercise self-control and professional approach when dealing with situations such as being verbally or physically confronted in a threatening or aggressive manner by clients.
- Ability to independently seek out resources and work collaboratively with various levels of staff.
- Ability to use sensory and cognitive functions to process and prioritize information, support, and follow-up.
- Ability to remain focused, organized, and exhibit excellent problems solving and time management skills.
- Ability to anticipate customer needs, understands their expectations, and respond appropriately.

Skill:

- Skill in using computers and learn new software programs.
- Skill in utilizing an empathetic approach with clients and their families.
- Skill in proficiently recording activities with a high level of attention to detail, document assessments, plan of care, interventions, evaluation, and re-evaluation of client status.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

EQUIPMENT USED:

Standard office equipment including, but not limited to, personal computer and associated hardware and software, telephone, copier, calculator, and fax. Utilizes and ensures adherence facility policy and procedure with federal and state guidelines with respect to equipment and materials.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Environment: Work is primarily conducted indoors with occasional travel to other locations or outside agencies to provide program services or attend meetings. Incumbent experiences routine exposures and hazards of a typical office environment and the frequent noise associated with an inpatient mental health facility. There will be frequent interaction with persons who are mentally ill, disabled, elderly and emotionally upset. May be exposed to visible or reasonable anticipated blood or other bodily fluids contamination.

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, crawl, climb, reach, twist,

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grasp, and make repetitive hand movement in the performance of daily duties; to lift (up to 50 pounds occasionally), carry, push, and/or pull light to moderate amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

DRUG-FREE WORKPLACE: Our organization is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state, and local laws and values that promote employee participation in the delivery of quality services to and on behalf of the community. Accordingly, the Department celebrates diversity in the workforce.

DIVERSITY STATEMENT: Diversity is a core value and foundation concept at within our organization. Catalyzing the power of diversity enriches all of us by exposing us to a range of ways to understand and engage with the work, identify challenges, and to discover, define and deliver solutions. Our organization prepares all staff members to work in an increasingly diverse and global society by promoting equity for all individuals regardless of age, race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender identity, gender expression, sexual orientation, military or veteran status, or any other status protected by federal, state, or local laws. Our organization is committed to fostering a diverse and inclusive environment and seeks candidates committed to working with a diverse workforce and client population.

Job Type: Full-time

Pay: From \$20.50 per hour