



Job Description: Ryan White Associate Clinician

ABOUT PACIFIC CENTER:

Founded in 1973, Pacific Center (PC) is the oldest LGBTQIA+ center in the Bay Area, the third oldest in the nation, and operates the only sliding scale mental health clinic for LGBTQIA+ and QTBIPOC people and their families in Alameda County. Pacific Center offers low cost individual, couples, and family mental health services; HIV support services; peer support groups; and vibrant youth and older adult programs.

RYAN WHITE PROGRAM DESCRIPTION:

The Ryan White program is centered on serving the mental health needs of those impacted by HIV/AIDS. As part of our commitment to provide community mental health to our community, through funding made possible from the Alameda County Office of HIV Care, the Pacific Center provides **free mental health services** to folks living with HIV in our county who are eligible for Ryan White Services. Qualified clients can access individual and/or group counseling at no cost. The mental health services are provided by pre-licensed and post licensed clinicians who are trained in dealing with specific needs and issues pertaining to this population.

POSITION TITLE: Ryan White Associate Clinician

Associate Clinicians are responsible for providing ethical clinical service to our community, including keeping responsible, timely documentation and adhering to all Pacific Center Policies and Procedures. This position reports directly to the Sr. Program Manager, and indirectly to the Clinical Director (CD) and the Intake and Quality Assurance Manager (IQAM), and functions as an integral member of the Pacific Center Clinical Programs team.

PRIMARY RESPONSIBILITIES

- Completing at least 14 client individual and/or group hours as assigned by the HIV Program Senior Manager per week. (Individual & group)
- Completing intakes, assessments, and treatment plans for group and individual clients.
- Attending mandatory orientation.
- Attending 1 hour of Individual Supervision a week and 2 hours of group supervision a week.
- Attending a weekly staff and clinician meeting once a week with the Clinic Team. This is an opportunity for staff to present any policy changes, agency-wide notices and for clinicians to consult on client cases or seek additional support.
- Attending staff trainings as required through the HR system, as is required of all employees.
- Assessing, collecting, and when appropriate requesting documentation from clients to qualify/requalify for services.

- Keeping written clinical records in a professional, ethical and timely manner, with utmost care to protect the confidentiality of these records and meet deadlines.
- Completing documentation and data entry regarding client care in alignment with Pacific Center's expectations as outlined by the Clinic Director and Intake and Quality Assurance Manager.
- Assist in scaling the program (Create flyers, networking, outreaching and recruiting).
- Assist Sr. HIV Program Manager in completing reports requested by the funder as needed. ●

Responding to internal audits of charts in a timely manner.

- Responding to Pacific Center directors, management, and any other staff within 24 hours of being contacted regarding urgent matters and 48-72 hours for non-urgent matters.
- Abiding by all Pacific Center standards and operating procedures and to work to build and maintain the highest standards of training, community relations, and mental health services delivery.

DESIRED QUALIFICATIONS & COMPETENCIES

- Registered as one of the following: Associate PCC, Associate MSW or Associate MFT.
- Ensure credentials are up to date
- Applicants must be comfortable working in a Windows-based environment and proficient in Microsoft Office Suite. They must possess basic knowledge of Zoom, Google Workspace (email, video, files/drive, calendar, Meet) and have basic experience with Adobe Acrobat/Reader or similar PDF software. Previous experience with Salesforce, Welligent, or any practice management software helpful, but not required.
- Pacific Center considers legal shelter-in-place regulations merely the floor and not the ceiling in how Pacific Center operates with an abundance of safety in mind. However, we will weigh BBS requirements for in-person supervision and/or therapy hours. Therefore, we ask that you be located in the Bay Area or plan to return to the Bay Area, have updated vaccinations for COVID-19 and a negative TB test within the last year at the start of your contract date.

Preferred Qualifications & Experience

Required:

- Familiarity with Medi-Cal fee-for-service, Private Pay clients and Super Bills, Ryan White eligibility, and therapy and case management services.
 - Familiarity with HIPAA, Mental Health / Clinical Services, Telehealth Services
 - Technological acuity
 - Detail and task oriented. Strong organization and time management skills. Ability to both self-manage and execute on clear directives
 - Ability to communicate effectively with different stakeholder groups, both verbally and in writing ●
- Strong interpersonal skills and adaptability
- Attention to detail
 - Familiarity and experience working with LGBTQIA+ community
 - Comfortable working with chronically ill clients

COMMITMENT

Hours: 19 hours per week | **Compensation:** \$30/hr

Benefits include:

- 24 paid holidays per year, sick time, and other PTO.
- Flexible, hybrid work schedule

HOW TO APPLY

- Submit answers to online application as listed on the website.
- Send the following to **deangela@pacificcenter.org** in doc or PDF format:
 - Resume/CV
 - 2 Signed Letters of Recommendation (sent directly from reference person or a signed PDF)
 - Answers to the Application Questions below
 - 1. Write an autobiographical statement addressing your interest in becoming a psychotherapist, as well as your current understanding of who you, as a therapist, hope to become. Include any aspects of your life or past experiences which seem relevant to you. Feel free to share any personal involvement in psychotherapy and what you found helpful/unhelpful.
 - 2. The Pacific Center Clinic primarily serves the mental health needs of the LGBTQIA+ and QTBIPOC communities in the Bay Area. Please reflect on your motivation to work with these communities, as well as any personal or professional experience you may have.
 - 3. The impact of culture and society on the development of the self is an important aspect of clinical thinking at the Pacific Center. Please reflect upon the impact of power and privilege, and structural oppression on your own lived experiences of difference as it relates to your own development.
 - 4. Share your experience working with someone who is chronically ill and the skills you gained from it. What did the role teach you and what is a piece of advice you'd give to someone new entering the field.
- Submit a copy of License, updated covid vaccination record and negative TB test results from the past 12 months.
- Must pass fingerprinting and background check.

More About the Center: Pacific Center for Human Growth is an equal opportunity employer. Pacific Center for Human Growth is a 501(c)3 non-profit organization and an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by law. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. QTBIPOC and LGBTQIA+ and Multilingual candidates are especially encouraged to apply.

Our Vision: The Center envisions a safer and healthier future for the LGBTQIA+ community and its allies. The Center fosters and enhances the well-being and self-respect of diverse Lesbian, Gay, Bisexual, Transgender, and Queer, youth, seniors, adults, and families through the delivery of LGBTQIA+ proficient mental health and wellness services, and through the training of a strong and inclusive community of LGBTQIA+-proficient mental health care professionals.

Our Mission: To enhance the mental health and overall well-being of the LGBTQIA+ and QTBIPOC communities by providing culturally responsive therapy, peer to peer support groups, community outreach services, and facilitated workshops. To incorporate strong social justice and trauma-informed frameworks in our clinical training and peer-to-peer support programs that contribute to equitable mental health service delivery. To provide the most comprehensive care possible for all who seek our services.

Diversity, Equity and Inclusion Vision: For Pacific Center, mental health and social justice are inextricably intertwined.

We imagine a world in which everyone has access to culturally responsive care. Because we are committed to diversity, equity and inclusion as core principles that guide all aspects of our work, we strive to address the deeply entrenched practices, cultural norms and decision making structures that perpetuate inequities within the mental health and social support systems. We know that unraveling the systemic oppression of marginalized groups requires an undaunting commitment to sustained self-reflection that leads to action. We have made mistakes in the past, and will continue to make mistakes on this journey. We strive to continually learn and to adapt in ways that center and uplift the LGBTQIA+ community at large; specifically QTBIPOC folx, at the intersections of race, age, class, religion, ethnicity, ability and diverse gender identities.

Values Statement:

- **Accountability:** We take responsibility for all aspects of our work, as well as the ways in which we interact with each other, our clients, and our volunteers. We know that accountability is the cornerstone of growth. ●
- Transparency:** We believe that open, honest communication in all aspects of our work fosters a culture of safety, trust, and commitment. We understand these elements lead to success.
- **Responsiveness:** We strive to meet the needs of all members of our community with cultural humility, inclusivity, and representation. We take a learner's stance in our work.
- **Accessibility:** We are committed to making our mental health and wellness services available to clients with diverse physical and cognitive needs. We honor the uniqueness of each individual.
- **Collaboration:** We work together to support our colleagues and the missions of other social service organizations. We value community, and respect all voices and perspectives.