

**Central City Concern** is a non-profit social service and housing agency whose mission is to provide pathways to self-sufficiency through active intervention in homelessness. CCC provides many services, such as chemical dependency treatment, employment services, housing, medical services, and other related services, to a diverse population. As an agency deeply rooted in recovery we have a keen interest in promoting and maintaining a Drug & Alcohol-Free Workplace. A drug and alcohol-free workplace is essential in supporting individuals in recovery, and in providing a safe, healthy, and productive environment for employees. As part of our policy and commitment to a drug and alcohol-free workplace we conduct post-offer, pre-employment drug screens.

### **JOB ANNOUNCEMENT**

Title: African American Culturally Specific  
Mental Health Case Manager III  
Department: Community Engagement Program  
Reports to: Program Supervisor  
Represented: No  
Salary: \$36,000 - \$38,000 per year  
Shift: Monday through Friday, 8:30am to 5:00pm

#### **Summary:**

The Culturally Specific Case Manager works as a member of a multi-disciplinary team providing intensive case management, integrated dual diagnosis assessment, culturally specific treatment and services, and engagement in community activities to a primary case load of African American men and women with on-going involvement in the criminal justice system. This position may also carry a secondary case management (non-culturally specific) caseload of chronically homeless, dually diagnosed individuals.

The team works to address all treatment needs, including crisis management, substance abuse treatment, medication management, physical health treatment, mental health treatment, accessing benefits and entitlements, accessing appropriate and affordable housing, accessing employment and educational opportunities. This position will offer expanded services to include community based culturally specific services aimed at assisting participants in integrating into their identified communities and building natural supports to better support their recovery from mental health and addictions issues.

The CEP Teams employ Case Managers with varying levels of experience, training, and education in order to assemble a diverse and competent team.

#### **Essential Duties and Responsibilities:**

1. Participate in culturally specific outreach activities necessary to offer services and engage participation in a non-coercive manner. Escort clients to meetings and appointments as necessary;
2. Conduct and document Mental Health Assessments, including mental status exam, DSM diagnosis, and clinical formulation. Utilize culturally specific tools to assess mental health issues as appropriate and available.
3. Develop culturally appropriate strengths-based service plans with client.
4. Monitor and assure that the health and safety needs of clients are met.
5. Utilize Evidence-based Practices in work with clients in individual and group formats.
6. Coordinate services with all members of client's support network.
7. Maintain client records as required by program standards and funding requirements.
8. Participate in the rotation of carrying after-hours pager and providing holiday coverage with other members of team/program.
9. Works within scope of training and experience and seeks consultation when appropriate.

#### **Description of Other Duties:**

1. Collect information regarding clients' history through a combination of interviewing, records review, and consultation, after obtaining written consent
2. Participate in clinical staff meetings and case conferences with team members in order

- to utilize interdisciplinary expertise and facilitate individual treatment plans for clients.
3. Conduct educational and therapeutic groups for clients, using approved curriculum.
  4. Collaborate with Residential facilities, Adult Foster homes or other housing providers to provide necessary treatment services, and coordinate residential and non-residential treatment and service planning.
  5. Participate in admission and discharge planning for any client needing hospitalization or sub acute level of care. Client contact must be made within one working day of admission.
  6. Participate in training opportunities to advance skills and knowledge in addictions and mental health.
  7. Perform other duties as assigned.

### **Skills & Abilities:**

1. Demonstrates advanced knowledge and skills in counseling and assessment techniques with individuals and groups.
2. Demonstrates knowledge of resources in the African American Community.
3. Demonstrates ability to develop culturally appropriate treatment interventions.
4. Ability to work effectively with peers, individual clients and groups.
5. Ability to work as a team member and to establish priorities.
6. Ability to apply principles learned to new situations.
7. Ability to learn new skills.
8. Ability to display a non-judgmental attitude.
9. Demonstrated knowledge of community and social service agencies.
10. Knowledge and skills in mental health treatment methods and crisis intervention.
11. Knowledge and skills in chemical dependency treatment methods and crisis intervention.
12. Sufficient manual dexterity and physical ability to perform assigned tasks.
13. Ability to communicate clearly and concisely both orally and in writing.
14. Ability to work in an environment where people may be hostile or abusive.
15. Ability to manage time and meet deadlines.
16. Ability to work courteously and effectively communicate with the general public, clients, medical personnel, corrections personnel, police, and co-workers.
17. Ability to maintain accurate records and necessary paperwork.
18. Knowledge of de-escalation methods or ability to be trained in de-escalation methods.
19. Ability to effectively communicate with clients, co-workers, medical personnel, police, merchants, and the public at large.
20. Ability to provide leadership.

### **Minimum Qualifications:**

1. Master's degree in social service field and two years experience in mental health and addictions treatment.
2. Culturally specific experience working with African American Community.
3. Experience working with individuals involved in the criminal justice system.
4. Has the competencies necessary to:
  - a. Identify precipitating events.
  - b. Gather histories of mental, emotional and physical disabilities, alcohol and drug use, past mental health services and criminal justice contacts.
  - c. Assess family, social and work relationships.
  - d. Conduct a mental status assessment.
  - e. Document a multi-axial DSM diagnosis.
  - f. Write and implement or supervise implementation of a treatment plan.
  - g. Conduct and document a mental health assessment.
  - h. Provide mental health treatment and rehabilitative services within ones scope of practice.
5. If a recovering chemically dependent person, must have 2 years of continuous sobriety from date of employment.
6. Must pass a pre-employment drug screen, TB test and background check.
7. Physical ability to bend, stoop, kneel, squat, twist, reach, pull and lift heavy objects.
8. Must be able to climb stairs several times a day.
9. Will be required to carry an agency cell phone for work use. Cell phone will be

provided by Central City Concern.

10. Must possess a current drivers license, pass a DMV background check and be designated an “acceptable” driver as outlined in Central City Concern’s Fleet Safety Policy. Must pass an initial Drivers Training, an annual Recertification Training, and maintain vehicle insurance coverage of a minimum of \$100,000/\$300,000 personal auto liability coverage.
11. Required to be available for after-hours crisis phone and holiday coverage rotation.
12. Must adhere to agency’s policies, including but not limited to, non-discrimination, safety, drug and alcohol-free workplace, violence prevention and harassment-free workplace.
13. Ability to effectively interact with co-workers and clients with diverse ethnic backgrounds, religious views, cultural backgrounds, life-styles and sexual orientations and treat each individual with respect and dignity.

**APPLICATION PROCEDURE:**

Qualified applicants **must** submit a Central City Concern employment application to be considered for this position which can be obtained at [www.centralcityconcern.org](http://www.centralcityconcern.org). Applicants may include a cover letter and resume. Apply by mail or fax (503-445-8089), or in person at Central City Concern, 232 NW Sixth Avenue, Portland, OR 97209. Application email: [jobs@ccconcern.org](mailto:jobs@ccconcern.org). Current CCC employees must submit an *Internal Employment Application*, available at the main office. More information at [www.centralcityconcern.org](http://www.centralcityconcern.org).

Date Open: 6-13-11

Date Closed: 7-12-11

**EQUAL OPPORTUNITY EMPLOYER**

Reference # 11-115