

## **CENTRO MULTICULTURAL LA FAMILIA/ *Multicultural Family Center***

### **Job Description**

#### **Mental Health Services Coordinator**

##### **General Description**

This position is responsible for the delivery of direct and indirect treatment to individuals with emotional impairments and/or mental illness served by CMLF. Screens prospective clients, conducts intake and clinical interviews within a **culturally affirming** perspective to determine service needs. Completes assessments and works with clients to develop a treatment plan. Provides individual, group, conjoint and/or family therapy. Maintains written records of contacts with clients. Participates as a team member in case conferences and acts as a liaison with psychiatrists, school personnel and/or community agencies to form treatment plans with a spirit of **collaboration**. Participates in PQI activities and submits reports to funder. May act as a liaison with community agencies to establish a support network and to provide community education. This position reports to the Mental Health Services Director.

##### **Education and Experience**

1. Possess a Master's degree from an accredited college or university with a major in Psychology, Social Work, Counseling or other mental health area.
2. Have a certificate of registration as a certified social worker from the Michigan Board of Examiners of Social Workers, have a license as a professional counselor from the State of Michigan Department of Licensing & Regulatory Affairs, or have a temporary limited license or limited license as a Psychologist from the Michigan Board of Examiners of Psychologists.
3. Posses a valid motor vehicle operator's or chauffeurs's license.
4. Be bilingual, read, write and speak Spanish fluently.

##### **Essential Functions**

All employees of CMLF are required to conduct themselves in a professional manner at all times and comply with the standards set forth in the Employee Handbook. All employees are required to support the mission and values of CMLF in all activities and act as ambassadors,

1. Screens clients to identify the presence of an emotional/mental impairment and assess service needs taking into account **diversity** issues,
2. Conducts clinical interviews and provides individual, group or family therapy to carry out the treatment plans to attain individual goals from a **client-centered** perspective,
3. Records the treatment plan, progress and other significant information regarding the client for agency case records and follows confidentiality policies and ethical practices.

4. Participates as a team member on a diagnostic team and at utilization review committee meetings for the purpose of developing joint clinical assessment of clients. Reviews case records of the agency for quality, appropriateness and progress of treatment plans,

5. May participate in **PQI** activities and assists MH Director in file review, supervision of clinical interns, and assists with reports to funders and other quality and strategic planning within the spirit of **Si Se Puede**.

6. May perform case management functions and act as liaison with school and/or vocational personnel and other community agencies to refer clients, formulate and execute treatment plans, and provide educational and consultive services.

7. Provides, therapeutic counseling on a short-term basis and offers crisis intervention as needed. Evaluated the progress of individuals and family members on an ongoing basis.

Centro's Cultural **Values**: Culturally Affirming, Diversity, Equity and Inclusion, Community at the Center, Collaborative, Si se Puede (We Can) Attitude.

#### **Other Duties**

All other duties as assigned by the agency CEO within the scope of this position that contributes to the advancement of CMLF as a premier provider of services for people with emotional/clinical needs. Performs duties and responsibilities in accordance with applicable safety and health policies and procedures. Job duties may vary based on discipline and population served.

#### **POSITIONS SUPERVISED:**

Clinical Interns or other staff.

We are a minority staffed and minority serving organization. People of color and minorities are strongly encouraged to apply. If interested, please send resume to Dr Sonia Acosta at [sacosta@centromulticultural.org](mailto:sacosta@centromulticultural.org)