

California State University, Long Beach Research Foundation
Position Description

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| WORKING TITLE: | Clinician/Case Manager/Outreach Specialist |
| PAYROLL CLASSIFICATION: | Community Service Specialist II |
| DEPARTMENT: | Long Beach Trauma Recovery Center (LBTRC) |
| STATUS: | Full Time Benefitted (Non Exempt) |
| POSTING DATE: | August 10, 2017 |
| POSITION NUMBER: | 2383 |

ESSENTIAL JOB FUNCTIONS:

Under the supervision of the Program Director, the Clinician/Case Manager/Outreach Specialist will work closely with the Co-Program Directors, clinical staff, and student interns of the Long Beach Trauma Recovery Center (LBTRC) project to provide mental health care to victims of violence. The candidate will be responsible for: providing clinical interventions for client, client crisis intervention, advocacy, and case management including developing appropriate treatment and social work plans with clients; assisting or managing the filing of victim compensation form; providing outreach based education activities regarding violence, including school-based (public, private, college, university) prevention programs and community education activities targeting culturally diverse and undeserved victims who are unable to access traditional services; participating in police and prosecutor training; participating in all trainings at the LBTRC; participating in multidisciplinary team meetings; working with other clinical and administrative staff members with regards to service provision and establishment of center policies and procedures; and serving as client referral source to LBTRC. Other duties may be added or required.

EDUCATION, SKILLS AND ABILITIES:

Master's Degree in Social Work or Marriage and Family Therapy. Minimum one year recent and continuous experience working in a public mental health setting; fluency reading, writing and speak English; Bilingual Spanish a plus. Must have outstanding communication, listening and behavioral analysis skills; availability to work a flexible schedule regarding on-call hours. Must be able to accept constructive criticism, prioritize work load, be professional and interact positively with others. Regular attendance required.

The incumbent is an employee-at-will and the position is restricted to the conditions set forth in the grant. Therefore, ongoing employment will be contingent upon continual renewal of grant monies and availability of funds.

BACKGROUND CHECK REQUIREMENT:

A background check (including a reference and criminal records check) must be completed and the individual cleared before any candidate can start work with the CSULB Research Foundation. Failure to complete the background check and receive clearance may affect the application status of individuals and/or continued employment of current CSULB Research Foundation employees who apply for a new position.

SALARY: \$22.44 (Non-Exempt)

FILING DEADLINE: Opened Until Filled

APPLICANT PROCEDURE:

Interested individuals should forward their cover letter, resume and completed employment application referencing position number to CSULB Research Foundation, 6300 State University Drive, Ste. 332, Long Beach, CA 90815 or visit our web site at www.foundation.csulb.edu for [e-mail instructions](#). A separate application is necessary for each job opportunity posting. It is the responsibility of the applicant to clarify on their application their ability to perform the job for which they are applying. Individuals requiring a reasonable accommodation in order to apply for this position should provide necessary information to the Associate Director of Human Resources. Additionally, individuals invited to interview for this position should inform the Associate Director of Human Resources at the time of invitation, of any requirements for a reasonable accommodation.

NOTICE:

The CSULB Research Foundation does not discriminate on the basis of sex in its employment as required by Title IX of the Education Amendments of 1972, as amended, and Section 86.9 of the administrative regulations adopted by the Department of Education pursuant thereto, nor does it discriminate on the basis of race, color, religion, national origin (including language restrictions), sex (pregnancy or gender), sexual orientation, marital status, age, disability (mental and physical, including HIV and AIDS), ancestry, medical condition (cancer/genetic characteristics), denial of family and medical care leave, denial of pregnancy disability leave or reasonable accommodation or veteran's status (including Vietnam-era veterans) as required by other federal/state non-discrimination statutes, related administrative regulations and executive orders. Individuals selected for employment must provide proof of identity and employment eligibility as prescribed in Title 8, United States Code, and Section 132A. We are an Equal Opportunity, Affirmative Action, and Title IX Employer. The CSULB Research Foundation is a 501 (c) (3) corporation that exists solely to support and advance the mission of CSULB. Employment with the CSULB Research Foundation rests solely with the CSULB Research Foundation and provides no rights or benefits of employment or any other kind, with any other organization. This includes, but not limited to; California State University Long Beach, the State of California, or the sponsoring agencies of any programs administered by the CSULB Research Foundation.

Please read and complete voluntary **Affirmative Action Information Form** below.
Submit with resume/application to Research Foundation HR.

AFFIRMATIVE ACTION INFORMATION FORM

To the extent we are subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974 or section 503 of the Rehabilitation Act of 1973, we comply with requirements to take affirmative action regarding qualified individuals with a disability, special disabled veterans, and veterans of the Vietnam era or other covered veterans. If you come within any of those categories, and would like to be included in our affirmative action program, you may tell us now or at anytime in the future. We also invite you to tell us now, or at anytime in the future, about any reasonable accommodations that you believe we could make which would better enable you to perform the essential functions of the job properly and safely.

Submitting this information is voluntary. Providing it or declining to provide it will not affect your employment in any way. The information will be used only in ways consistent with the law. It will be kept confidential, except that it may be used to determine necessary accommodations and to inform first aid/safety personnel or government officials enforcing applicable laws.

1. Name:

2. You may check any items applicable to you:

Disabled - Anyone having any physical or mental impairment, which substantially limit one or more major life activities.

Special Disabled Veteran - Veteran entitled to VA-administered disability compensation, or discharged from active duty because of a service-connected disability, for a disability rated at 30% or more, or rated at 10-20% where the VA has determined the veteran to have a serious employment handicap.

Vietnam Era Veteran - Anyone who served more than 180 days active duty and was discharged with other than a dishonorable discharge, or anyone discharged from active service for a service connected disability, if any part of such active duty was in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or between August 5, 1964 and May 7, 1975 in all other cases.

Other Protected Veteran - Anyone who served more than 180 days active duty and was discharged with other than a dishonorable discharge, or anyone discharged from active service for a service connected disability, if any part of such active duty was in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or between August 5, 1964 and May 7, 1975 in all other cases.

Other Protected Veteran - Veteran who served on active duty during a war or in a campaign for which a campaign badge has been authorized. List of eligible campaigns can be found at www.opm.gov/veterans/html/vgmedal2.htm. Also, veteran who, while on active duty, participated in a military operation for which an Armed Forces Service Medal was awarded pursuant to Exec. Order No. 12985.

Newly Separated Veteran - Veteran who served on active duty and was discharged or released within the last three years.

3. If you checked Disabled or Special Disabled Veteran, you may identify any reasonable accommodations we could make that would better enable you to perform the essential functions of the job properly and safely.

Signature: _____ Date: _____