



# Bilingual Mental Health Clinician Job Description

**Posting Date:** 10/20/2021

**About North  
Marin  
Community  
Services**

North Marin Community Services (NMCS) is a non-profit organization whose mission helps to empower youth, adults, and families in our diverse community. We serve 10,000+ people in need each year, providing comprehensive services to help people achieve well-being, growth and success. Join an organization dedicated to providing a supportive and professional working environment. Located in beautiful Novato/Marin County/CA, our workplace culture is driven by our five values: teamwork and collaboration, equity, excellence, integrity, and learning and continuous improvement. Visit [www.northmarincs.org](http://www.northmarincs.org) to learn about the impact of our services, and how you can make a difference in Novato.

**Job Title:** Bilingual Mental Health Clinician

- Status:**
- Associate Level: Full time, non-exempt position; 40 hours/week, Monday-Friday, some evenings.
  - Licensed Level: Full time, exempt position; 40 hours/week, Monday-Friday, some evenings.

**Salary Range:** Pay DOE. Generous benefit package including medical, dental, and vision benefits, life insurance, earn up to 3 weeks PTO (mental/physical health and vacation) in your first year, 12 paid holidays, employee assistance program, up to 2% retirement employer match, and childcare discount. Sign-on bonus of \$250 at three months of employment.

- Reports to:**
- Associate Level: Wellness Program Manager
  - Licensed Level: Director of Wellness Programs

**Purpose:** The Bilingual Mental Health Clinician serves in the Community Mental Health Counseling Program at NMCS, providing behavioral health support to low-income, uninsured and underinsured community members. The therapist will be involved in providing direct service and clinical supervision within an integrated system of care in development of a holistic and trauma-informed approach to services that is culturally responsive and culturally appropriate. In the community setting, interventions include assessment, individual, family and group therapy.

**Essential  
Functions:**

**Provider, Clinical Services and Documentation:**

- Conducts clinical assessments, develops and implements appropriate treatment plans for the diagnosis, treatment, and/or referral of clients with mental health disorders.
- Provides outpatient psychotherapy to individuals, couples, families and groups. Instructs and counsels clients and their families regarding compliance with prescribed therapeutic regimens and adherence to prescribed medication regimens, within the scope of practice. May administer specialized therapeutic procedures, as appropriate.
- Prepares intake summaries, treatment plans, and case summaries, as well as maintains ongoing confidential records and progress notes in accordance with state, County and Medi-Cal regulations and in keeping with accepted community standards.
- Facilitates groups, including therapeutic and psycho-education/skill building groups for youth and adults; may develop groups, as needed.
- Provides clinical case management, referrals and links to further services, as needed.
- Participation in case consultation meetings, trainings and coordination of services team meetings, as assigned.
- Participates in agency leadership activities, as assigned
- Maintains relationships with agencies providing service to community residents, and work with them to meet clients' needs
- Maintains records and data for evaluation purposes.
- Serves as a strong ambassador for the agency.
- Completes any related tasks assigned by Director of Wellness Programs or Wellness Programs Manager. Additional Duties as assigned.

**Equal Opportunity Employer**

**For more information about our agency or our programs, visit [www.northmarincs.org](http://www.northmarincs.org)**

**Knowledge, Skills, & Abilities:**

- Principles and practices of individual, group and family psychodynamics as they relate to adults or children; psychological diagnostic methods and terminology; personality development from infancy through adulthood.
- Current principles, techniques, and practices of clinical case work for adults or children; the human and health services systems in the community including public and private agencies and other community resources.
- Principles of mental health education, client and community advocacy, and systems theory; principles of crisis intervention; needs, problems, and perspectives of people with mental illness, trauma related to immigration, impacts of economic/housing/food insecurity,
- Knowledge of laws and ethics; understanding of client's legal rights.
- Significant experience working with immigrant communities; experience working with Black, Indigenous People of Color (BIPOC), preferred.
- Knowledge of casework objectives, principles, techniques, and caseload management.
- Knowledge of community resources, public social service and assistance programs.
- Knowledge of interviewing and record keeping techniques, including the documentation of all actions and contacts in case files.
- Basic knowledge of the effects of stress and adverse childhood experiences.
- Ability to engage clients in the problem-solving process.
- Must be able to function with minimal supervision, follow directions, handle multiple tasks simultaneously, and manage stressful situations effectively.
- Ability to get along with people and establish cooperative working relationships with staff at all levels both within and outside the department.
- Demonstrate exemplary customer service, strong communication and organization skills.
- Proficiency in word processing, spreadsheet, database, presentation and e-mail software. Experience working with electronic health records preferred.

**Education & Experience Requirements:**

- Master's degree or higher in social work, counseling, psychology, or a related field.
- AMFT, ACSW, LMFT, LCSW, LPCC or Professional Clinical Counseling Intern; Active California registration or license in good standing.
- Bilingual in Spanish/English required.
- Must have a National Provider Identifier (NPI) or obtain NPI, prior to employment start date.

**Preferred Qualifications:**

- Experience working with Latino, immigrant and low income communities, bicultural preferred.
- 2 years of experience in community-based programs preferred

**Other Requirements:**

Job may include walking up and down stairs, standing, lifting and moving small items of up to 25 lbs. Candidate must pass a Live Scan background check and a pre-employment health exam including proof of vaccinations and TB test clearance (costs reimbursed). An applicant with a conviction, other than a minor traffic violation, including a misdemeanor and/or felony, will not receive background clearance.

**To apply for this position:**

**Please submit your resume and cover letter via the link below:**  
<https://www.northmarincs.org/careers-internships/>

**Equal Opportunity**

North Marin Community Services welcomes and encourages all qualified candidates to apply – especially as we recognize that people bring experience and skills beyond just the technical requirements of a job. We also know that self-doubt can sometimes get in the way of stretching professionally, so if your experience is close to what you see listed here, please consider applying. We value our differences and respect everyone – regardless of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, citizenship status, marital status, genetics, AIDS/HIV, medical condition, political affiliation, disability, age, status as a victim of domestic violence/assault/stalking, or military/veteran status. If you have a disability and need assistance and/or accommodation with applying for a job, please contact [hr@northmarincs.org](mailto:hr@northmarincs.org) or 415-892-1643 ext. 224.