
Job Title: Unlicensed Clinician I
Program: Living Well Center
Classification: Temporary, Full-Time/Non-Exempt
Salary: \$24.76-\$27.05/Hourly
Reports to: Clinical Director and Clinical Supervisor
Location: 4879 E. Kings Canyon Road, Fresno, CA 93727
Date: May 18, 2023

1. AGENCY

The Fresno Center (TFC) is a non-profit organization that was established in the past 30+ years, serving the community of Fresno County. TFC offers 20 different support services that include mental health, wellness, and healing, from immigration to education advocacy to clinical behavioral services to holistic wellness services. TFC is the one-stop shop that promotes cross-cultural understanding and cultural preservation. Eight of our 20+ programs focus on mental health services (Horticultural Therapeutic Community Centers Program, Living Well Center, Welfare-to-Work Employment Mental Health Services, Holistic Cultural and Educational Wellness Center, and Neighborhood Resource Center, California Reducing Disparity Project, Central Valley Regional Center Latino and Southeast Asian Navigator Program, and Kaiser Community Benefits Program). Our motto is to “Inspire, Empower, and Cultivate”. Our c24.76ommitment is to equip staff with the best training and practices to develop and maintain client loyalty and be the employer of choice in the Central Valley.

2. THE PROGRAM

The Fresno Center’s Living Well Center (LWC) is designated as an organizational provider within the Fresno County Mental Health Plan. LWC is contracted to serve Southeast Asian Medi-Cal consumers ages 0 to 65+ years of age with mental health illnesses. LWC outpatient mental health services are provided mainly in traditional SEA languages (Hmong, Lao, and Khmer).

LWC is currently contracted with Fresno County to provide culturally competent, linguistically accessible outpatient mental health services and intense case management services. LWC is also a Full-Service Partnership program. Furthermore, LWC is a training site with the goal of helping to diversify the mental health workforce by increasing the numbers of bilingual and bicultural Southeast Asian clinicians in the County.

The position is contingent upon continued funding. The Fresno Center will not be responsible in any manner for termination’s which are due to defunding of Federal or State Contracts/Grants. The Fresno Center is at-will and may be terminated by you or the company at any time regardless of the end date of the Federal or State Contracts/Grants.

3. SUMMARY/OBJECTIVE:

The Unlicensed Clinician-I is under immediate supervision, receives training and clinical supervision in providing professional cultural and linguistic mental health services; conducts or assists in conducting assessments; case management; rehabilitation; individual, group, marital, and family therapy and counseling sessions; and performs other related work as required.

4. ESSENTIAL FUNCTIONS

- 4.1. Conducts assessments and functional evaluations of consumers and formulating a culturally and linguistically appropriate behavioral health wellness and recovery treatment plan for Southeast Asian mental consumers.
- 4.2. Conducts individual, group, marital, and family therapy, case management, rehabilitation, and counseling sessions as part of a culturally and linguistically appropriate behavioral health wellness and recovery treatment plan for Southeast Asian mental consumers.
- 4.3. Provides or assists in the provision of consumer functional re-stabilization services.
- 4.4. Participates in staff development programs and in staff conferences regarding consumers’ wellness and recovery and professional behavioral health approaches.
- 4.5. Assists in the counseling and consultation with, consumers, families, other professional staff, and community agencies regarding culturally and linguistically appropriate recommendations for wellness and recovery service planning and delivery, discharge, and follow-up planning.
- 4.6. Attends mandatory clinical in-services/trainings, supervision, and regularly scheduled department/agency meetings.
- 4.7. Understanding of and ability to provide culturally appropriate and sensitive services.
- 4.8. Maintains confidentiality of all information.



- 4.9. Prepares correspondence, records, and reports.
- 4.10. Requires to be on-call crisis clinician on a rotating basic and responds to crisis during work hours, after hours, holiday, and weekends.

5. MINIMUM QUALIFICATIONS:

- 5.1. Experience in providing clinical services to Southeast Asian Community, families, and knowledge of collaboration with other agencies and services providers.
- 5.2. Bilingual in a Southeast Asian Language (Bilingual in Hmong and Lao preferred).
- 5.3. Must have a valid CA Driver's license and current automobile insurance.
- 5.4. Must be to complete and pass background check, Live Scan, and drug test clearance.

6. COMPETENCY:

6.1. ***Knowledge of:***

- 6.1.1. Principles, theories, techniques, and practices used in counseling/clinical psychology, clinical social work and/or marriage and family therapy including techniques used for the diagnosis of and behavioral health services for chronically mentally ill and emotionally disturbed consumers in a wellness and recovery evidence-based practices framework.
- 6.1.2. Principles and practices of behavioral health education, community organizations and allied behavioral health services and resources.
- 6.1.3. Laws, regulations, and ethical standards governing behavioral health treatment and medical records.
- 6.1.4. Behavioral health interviewing techniques and behavioral health treatment methods.
- 6.1.5. Intensive and long-term case management services in a wellness and recovery evidence-based framework.
- 6.1.6. Cultural competency theory, practice, and its application.
- 6.1.7. Knowledge of responding to crisis, utilize de-escalation skills, and involving law enforcement when necessary.

6.2. ***Skills/Abilities to:***

- 6.2.1. Identify and evaluate normal and abnormal behavior tendencies, prioritize, rank, and group these behaviors leading to an appropriate diagnostic label(s) within the consumer's cultural and linguistic perspective.
- 6.2.2. In collaboration with the consumer (their family and other supportive parties if the consumer requests them) develop a goal-directed and time limited behavioral health wellness and recovery (treatment) plan.
- 6.2.3. Conduct outcome measured culturally appropriate individual/group/family psychotherapy, rehabilitation services, and case management services.
- 6.2.4. Communicate effectively in both oral and written forms to other behavioral health staff, consumers, their family members and other interested community members about wellness and recovery mental health philosophy, terminology, and concepts in an understandable, non-threatening manner.
- 6.2.5. Initiate and maintain a variety of progress notes, consumer charts and other required documentation in standard Fresno County department of behavioral health form and language.
- 6.2.6. Establish and maintain effective work relationships with team members, other behavioral health services staff, clerical staff, and with those contacted in the performance.
- 6.2.7. Keep current with new developments, trends of thoughts, and literature in the fields of psychology, social work, and/or other mental health services especially evidence-based practices and wellness and recovery models and any other areas that the program determines as a priority.
- 6.2.8. Organize and perform assigned behavioral health duties.
- 6.2.9. Responds to crisis, work with law enforcement to appropriately admit consumer to hospital, emergency room, Crisis stabilization center.

7. SUPERVISORY RESPONSIBILITIES:

LWC is a training site which offered an opportunity for students interns to gain experience and knowledge of program and services. Unlicensed Clinician I is responsible for precepting interns and/or volunteers from different universities. The role of the preceptor is part of advanced practice education. The primary role of preceptor is to facilitate learning by assisting the student to meet personal and course objectives. The requires preceptors to be able to provide students/interns feedback regarding questions and to correct errors when they occur. The preceptor served as a role model for students, demonstrating professional roles and responsibilities. In addition, the preceptor act as an evaluator by providing valuable learner, constructive feedback, support, and guidance to students/interns.



8. PERSONAL QUALITIES:

- 8.1. Accountable
- 8.2. Diligent and organized
- 8.3. Ethical and loyal
- 8.4. Punctual
- 8.5. Flexible
- 8.6. Problem-solver
- 8.7. Creative
- 8.8. Honest
- 8.9. Humble
- 8.10. Genuine

9. WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

10. TYPICAL WORKING CONDITIONS:

The office setting is a normal environment. Occasionally work during early morning, evening, or weekend. May be subject to temperature variances in the office. The noise level in the work environment is usually moderate but may come excessively loud with the increased patient flow during a busy day.

11. TYPICAL PHYSICAL DEMANDS:

Requires sitting, standing, or walking for up to eight hours a day. Some bending, stretching, or reaching may be necessary. Lifting to 40 pounds may be required on occasion. Vision must be correctable to 20/20 and hearing must be in the normal range for telephone contact.

12. POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a full-time non-exempt position with typically work hours from Monday through Saturday; Monday through Friday from 8 AM to 6 PM and Saturday from 8 AM to 12 PM. Additionally, the position will be on a rotating on call services 24hours/7 days a week for individuals in the LWC program.

13. TRAVEL:

This position is expected to use personal vehicle to travel to see client(s) at home/hospital or field. A company vehicle may be used to transport client(s) to and from LWC to his or her placement, hospital, or field activities.

14. REQUIRED EDUCATION AND EXPERIENCE:

- 14.1. **Education:** A Master's Degree or will be graduating with a Master's degree within 90 days of hirings in Social Work with an emphasis in clinical social work, Counseling Psychology with emphasis in clinical work, or Master's Degree in Marriage and Family Therapy, or other course of study acceptable to the State of California Board of Behavioral Sciences towards licensure as a Licensed Clinical Social Worker (LCSCW) or Marriage and Family Therapist (LMFT) or Licensed Professional Clinical Counseling (LPCC).
- 14.2. Must have a minimum of 3 months experiences in as an internship at an outpatient mental health treatment facility or psychiatric hospital, and/or must have a minimum of 1 year of experiences in providing mental health worked related services within mental health/counseling agencies.
- 14.3. **Registration:** Current and active or must be eligible for registration with the State of California Board of Behavioral Sciences as an Associate Clinical Social Worker or Associate Marriage (ASW) and Marriage Family Therapist Intern (MFT) or Professional Clinical Counselor Intern (APCCI). Must be able to obtain a BBS intern number within 90 days of hired.

15. ADDITIONAL ELIGIBILITY QUALIFICATIONS:

None

16. BENEFITS:

- 16.1. Medical, vision, and dental coverage.



- 16.2. Life insurance coverage at annual salary.
- 16.3. Sick leave, per personnel policy (7 days per year).
- 16.4. 401k retirement plan, after completion of 90 days of employment; potential 3% match.
- 16.5. Vacation, per personnel policy (12 days per year).
- 16.6. Holidays per personnel policy (currently 12 paid holidays per year)

17. Affirmative action plan/Equal employment opportunity (AAP/EEO):

It is the policy of The Fresno Center to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the company where appropriate.

As part of the company’s equal employment opportunity policy, The Fresno Center will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

18. Acknowledgment

I acknowledge that I have read and understand the above job description, responsibilities, and standards of the position. I understand that the job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

I understand the position is contingent upon continued funding and the (The Fresno Center) will not be responsible in any manner for terminations which are due to defunding of Federal or State Contracts. I understand that I am an at-will employee and can be terminated at any time with or without cause.

Print Employee's Name

Employee’s Signature

Date