

SPECIAL SERVICE FOR GROUPS  
JOB ANNOUNCEMENT

**Title:** Behavioral Health Counselor

**FLSA:** Non-Exempt (16-24 hours per week negotiable)

**Pay Rate:** \$18.26/hr. – 19.23/hr. (DOE)

**Division:** APAIT

**Supervisor:** Division Director

**Date:** 7/15/2014

**Summary**

Under the administrative direction of the Division Director and clinically supervised by a licensed mental health provider, the Behavioral Health Counselor (BHC) will be responsible for the day-to-day implementation of supervised professional mental health counseling and HIV prevention services serving individuals living with HIV/AIDS in Orange County. The BHC will provide culturally appropriate/competent support programs for HIV infected and affected clients and will be involved with all components of the Mental Health program. Experience building and/or organizing diverse ethnic and cultural communities is a must, including, but not limited to the following target populations: people of color, gay/lesbian/ bisexual/ transgender/questioning community, monolingual and/or undocumented immigrants, substance users, and homeless persons, of varying ages. This position is part-time with weekly hours negotiable between 16-24 hours per week, and requires flexible hours including evenings, weekends, and some holidays.

**Essential Functions**

1. Conduct client intake into mental health program services.
2. Provide clinically supervised individual counseling and group support under the direction of a professional mental health clinician.
3. Conduct drop-in socialization-model psychosocial treatment activities.
4. Implement evidence-based individual level HIV prevention program to individuals living with HIV/AIDS.
5. Implement programmatic scope of work at a minimum of 85% completion rate.
6. Maintain and develop care team program training, protocols and policies under the supervision of a professional counselor.
7. Promote the availability of psychosocial services to prospective clients.
8. Provide necessary program documentation, including the completion of reports, administration of evaluation tools, and other program related assignments.
9. Maintain accurate written records and log activities.
10. Attend regular staff meetings and provide updates on programmatic activities.
11. Ability to work overtime and perform duties during weekends, holiday, and evenings when required.
12. Regular attendance.

**Minimum Qualifications - Knowledge, Skills and Abilities Required**

1. Licensed, registered or eligible MSW, MFTI, Psychology Assistant or equivalent from an accredited college or university with major work in clinical social work and/or marriage and family therapy.
2. Current registration with the California Board of Behavioral Sciences.
3. Basic knowledge of HIV/AIDS, and related issues.
4. Valid California driver's license, plus proof of car insurance.
5. Reliable transportation.
6. Ability to coordinate multiple tasks/projects simultaneously in a high pressure environment.
7. Ability to work with diverse communities (e.g., multi-gender, ethnic, generation, lingual, lesbian, gay, bisexual, transgender, substance use).
8. Great attitude and people skills a must.
9. Strong written and oral skills necessary for program narrative reporting and presentations.
10. Verification of employment eligibility.
11. Passing of background check.
12. Updated tuberculosis test (annual requirement) – read, reviewed and dated by a clinician.

**Non-Essential Qualifications - Knowledge, Skills and Abilities**

1. Bilingual in Spanish and/or an Asian language.
2. Strong leadership skills.

**Supervisory Responsibilities**

1. This position does not have formal supervisory responsibilities.

**Environmental Conditions (Working Conditions)**

1. Ergonomically safe office environment with desktop computer, desk, chair, natural light from windows.

**Physical Requirements**

1. In the course of performing this job, this position typically spends time sitting, standing, walking, frequent driving, carrying (max.20lbs), lifting (max. 20lbs), listening, and speaking.

**Mental Requirements**

1. This position requires someone that can accommodate to any/all of the following: constant distractions, interruptions; uncontrollable changes in priorities/work schedules; availability for on call/duty after regular working hours; and exposure to inappropriate behavior and language of others.

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**Application Process:**

Please submit cover letter and resume by e-mail to: Peter Cruz, Associate Director at [peterc@apaitonline.org](mailto:peterc@apaitonline.org).  
NO PHONE CALLS PLEASE.