

SPECIAL SERVICE FOR GROUPS, INC  
**JOB ANNOUNCEMENT**

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**Title:** Therapist (Mandarin-speaking)

**FLSA:** Non-Exempt/Full-time (40 hr./wk.)

**Benefits:** Health, Dental, Vision and Life Insurance plans.  
403B Pension, Employee Assistance Program (EAP), Flexible  
Spending Account and Paid Time-Off

**Pay Scale:** \$35.00 to \$40.00/hour, DOE, **Recruitment  
Incentive of \$1,000 at sign-on and another \$1,000 after  
successfully completing introductory period.**

**Division:** APAIT

**Supervisor:** Director of Clinical Quality Mgmt. Dev.

**Revised Date:** 04/30/2024

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**Summary**

The Therapist will be responsible for the day-to-day implementation of supervised professional mental health counseling to individuals and groups living in Los Angeles County. The Therapist will provide culturally competent and linguistically appropriate services including but not limited to individual psychotherapy, intensive case management, facilitation of groups and workshops, and co-management of clients, outreach and engagement, brief intervention sessions, graduate disengagement, and follow-up activities with a multi-disciplinary team. This is a field-based community-mental health service program requiring off-site travel to various locations. The Therapist will be exposed to the five core program pillars of the division including (1) sexual, health, (2) behavioral health [inclusive of mental health and addiction), (3) housing, (4) forensic treatment, and/or (5) human trafficking. Must be able to work with diverse ethnic and cultural communities, including but not limited to, the following vulnerable populations: communities of color, queer, gender non-conforming LGBTIA+, monolingual or limited English speaking-undocumented immigrants and refugees, massage parlor workers, people living with or at risk for HIV/AIDS and STIs, people experiencing substance use disorders, homeless, recently released from incarceration, victims of human trafficking, of varying ages and socioeconomic status. The position reports to a clinical supervisor and an administrative manager. This is a full-time position (40 hr. /per week) requiring flexible hours including some evenings and weekends as needed.

**Essential Functions**

1. Conduct client intake/screener into support program services, following established guidelines and protocols.
2. Promote and conduct behavioral health and psychosocial support services to diverse consumers.
3. Conduct field-based community mental health services off-site at various locations including residential and outpatient settings.
4. Provide clinically supervised individual counseling, group support including facilitation of workshops, case management and advocacy services, under the direction of a professional mental health clinician.
5. Conduct follow-up with clients as appropriate.
6. Implement programmatic scope of work at minimum 85% completion rate.
7. Maintain care team protocols and policies under professional clinical supervision.
8. Conduct community outreach and engagement activities to prospective clients.
9. Provide necessary program documentation, including the completion of reports, administration of evaluation tools, and other program related assignments.
10. Attend Unit, Case Conferences, Agency and Community meetings.
11. Maintain and uphold Agency mission statement, values, policies, procedures and principles.
12. Other activities as required to conduct program and agency objectives.
13. Ability to perform duties during weekends and evenings when required.
14. 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 Board of Behavioral Sciences.
3. Strong knowledge of HIV/AIDS, and related issues.
4. **Bilingual in Mandarin/Chinese**
5. Basic knowledge of health and social service issues such as HIV/AIDS, substance use, human trafficking, reentry, and housing.
6. Ability to work with clients from diverse cultural, ethnic, and socio-economic backgrounds.
7. Strong interpersonal skills and ability to relate to staff from a variety of cultures, languages, and educational backgrounds.

8. Ability to coordinate multiple tasks/projects simultaneously in a high-pressure environment.
9. Ability to work with diverse communities (e.g., multi-gender, ethnic, generation, bilingual, lesbian, gay, bisexual, transgender, substance use).
10. Strong written and oral skills necessary for program narrative reporting and presentations.
11. Demonstrated experience and knowledge of PC hardware and software (i.e., Windows, word processing, spreadsheets and databases).
12. Maintain and uphold Agency mission statement, values, policies, procedures, and principles.
13. Valid California driver's license, plus proof of car insurance.
14. Reliable transportation.
15. Verification of employment eligibility and passing of background check.
16. Updated tuberculosis test (annual requirement) – read, reviewed and dated by a clinician.

**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 involves sitting, standing, walking, carrying (max. 20 lbs), lifting (max. 20 lbs), listening, and speaking.
2. This position requires someone that can accommodate 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: Jeremy, [jeremyv@apaitonline.org](mailto:jeremyv@apaitonline.org) NO PHONE CALLS PLEASE.

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*Special Service for Groups, Inc. (SSG) is an Equal Opportunity/Affirmative Action Employer  
SSG will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements set by law.*