

**Position Title:** Support Specialist II, Therapist  
**Reports to:** Youth Services Manager

**Position Summary:** The Support Specialist II, Therapist holds significant responsibility for shepherding a young person through each component of the Hope Builders program model. This individual uses a biopsychosocial framework that integrates personal involvement and various interventions to improve a participant's social and emotional health and address their personal and environmental challenges. The Support Specialist II, Therapist engages participants in developing a customized plan to address social, emotional, mental, and environmental challenges that serve as barriers to securing and retaining quality employment. This occurs through therapy services, support meetings, life skills groups, education, information and referrals, and advocacy. This individual works collaboratively with an interdisciplinary team to assist the participant to overcome barriers to employment and education and achieve Hope Builders outcomes of workforce preparedness, life and economic stability.

**NOTE:** *This position offers licensed eligible MFT Interns or ACSW's with supervision toward licensure hours.*

### **Key Responsibilities**

#### ***Comprehensive Case Management Duties***

- Provide comprehensive support services to participants based on assessment; conduct follow-ups, teach life skills workshops and facilitate support groups with particular emphasis on addressing barriers to employment, education and life stability like assisting participants deal with drug, alcohol, criminal and legal issues.
- Work with the Youth Services Manager to develop and refine curriculum that supports the ability for program participants to achieve workforce readiness and secure a quality job
- Provide guidance, resource and referrals, and coaching to help participants obtain and retain employment successfully or achieve an advanced certification or credential.
- Work with Program and Employment Services staff members to comprehensively assist participants, identify and reduce barriers to employment. Provide clear feedback to participants regarding work-readiness, boundaries, and expectations.
- Provide crisis management as needed; make linkages for interventions as appropriate
- Work with an interdisciplinary team to deliver workforce ready youth and achieve individual and departmental deliverables which support organizational level outcomes.
- Maintain timely and accurate case notes, and a high level of ethical conduct.
- Provide follow-up reports on program participants as needed.
- Serve as a representative and ambassador of Hope Builders and the community as needed
- Other duties as assigned.



### ***Therapy Duties***

- Provide individual therapy to young adults upon referral to address mental, emotional, or behavioral needs
- Complete comprehensive assessments, develop treatment plans, and conduct follow ups to monitor progress towards desirable goals
- Involve family members in treatment process when necessary

### **QUALIFICATIONS**

- Experience defining, driving and supporting a learning agenda through data collection, reporting, analysis and usage.
- Experience with data entry and collection, data analysis and data reporting tools and techniques. Excellent ability to analyze data and draw out learnings and implications.
- Proficiency with Excel required. Experience working with data management software and/or new technology a plus.
- Experience with and appreciation for working in a resource-constrained, nonprofit or community-based setting with colleagues who are deeply passionate about the organization's mission and clients.
- Excellent organizational skills; Meticulous; Ability to self-start and multi-task; Must thrive on diverse assignments and deadlines
- Excellent oral and written communication skills reflecting solid customer service both in person and over the telephone
- Ability to form and sustain appropriate adult-based relationships
- Effectively assess and execute the following: guiding, supporting, confronting, and advising
- Effectively collaborate with other organizations and schools
- Use time effectively and focus on details
- Ability to collect meaningful data and draw conclusions
- Intermediate level proficiency in MS Word and Excel
- High level of self-management and organization
- Successful completion of background check required
- Must have a valid CA Driver's License, reliable transportation, and meet state required automobile insurance minimums
- MSW or MA in Social Work or Counseling
- A minimum of three years of related experience
- Maintain registration with the Board of Behavioral Sciences as Associate Clinical Social Worker or MFT Intern



## **ADDITIONAL REQUIREMENTS:**

### ***Physical Requirements***

- Ability to sit at a desk or computer for extended periods. Ability to lift at least 20 pounds. Ability to go up and down stairs throughout the day.

### ***Mental Requirements***

- Ability to work with frequent interruptions and changes in workload priorities, ability to prioritize tasks, ability to maintain confidentiality.

### ***Essential Values-Based, Leadership and Management Competencies***

- Demonstrates competencies in line with the core values that are the foundation of all activities performed by employees in order to achieve the mission of Hope Builders. Hope Builders is a sponsored ministry of the Sisters of St. Joseph of Orange.

### **Compensation & Work Hours**

For regular full-time employees, full medical, dental, and vision benefits are offered. Additional benefits available including 401(k) retirement plan. Full time position at 40 hours a week with rare weekends and evening work.

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This job description is not intended to be all-inclusive, and employee will perform other reasonably related job duties as assigned by immediate supervisor or other management as required. It is not intended to be construed as an exhaustive list of all responsibilities.

This organization reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Employment at Taller San Jose may be terminated at will by the employee or Taller San Jose at any time with or without cause and with or without notice.

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### **How to Apply:**

Please submit your resume and any optional documents (e.g. cover letter, supplementary documents) to [HR@TSJHopeBuilders.org](mailto:HR@TSJHopeBuilders.org).