POSITION TITLE: Support Specialist, Therapist

REPORTS TO: Support Services Manager

Position Summary: The Support Specialist, 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, 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.

POSITION DELIVERABLES:
- % of enrollments achieve workforce readiness
- % of enrollments that secure and retain career pathway employment and retain it for at least 6 months

KEY RESPONSIBILITIES:
*Comprehensive Case Management Duties*
- Using a strengths-based approach, provide comprehensive support services to participants
  - Provide guidance, resource and referrals, and coaching to help participants meet establish workforce readiness objectives
  - Informed by assessment and qualitative data establish appropriate goals and action items to strengthen areas for growth
  - Provide consistent follow-up to ensure progress on established goals
  - Activate additional resources as needed to help program participants meet basic needs
  - Provide crisis management as needed; Make linkages to interventions as appropriate
- Facilitate life skills workshops and 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 Support Services Manager to develop and refine curriculum that supports the ability for program participants to achieve workforce readiness
• Work collaboratively with team members to deliver workforce ready youth and achieve individual and departmental deliverables which support organizational level outcomes for employment placement and employment retention
• Maintain timely and accurate reporting including: case notes, weekly workforce readiness updates, goals and associated action items
  o Provide follow-up reports on program participants as needed

**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 & REQUIREMENTS:**
• MSW or MA in Social Work or Counseling
• A minimum of three years of related experience with demonstrated interest in working with youth and young adults
• Ability to form and sustain appropriate adult-based relationships
• Commitment to meet and maintain a high level of ethical conduct
• Ability to effectively assess and execute the following: guiding, supporting, confronting, and advising
• 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.
• Intermediate level proficiency in MS Word and Excel
• Excellent organizational skills, self-management, and ability to self-start
• Strong written and oral communication skills
• Maintain registration with the Board of Behavioral Sciences as Associate Clinical Social Worker or MFT Intern
• Must have a valid CA Driver’s License, reliable transportation, and meet state required automobile insurance minimums
• Ability to work with frequent interruptions and changes in workload priorities, ability to prioritize tasks
• Ability to sit at a desk or computer for extended periods. Ability to lift at least 25 pounds. Ability to go up and down stairs throughout the day
• Demonstrates competencies in line with the core values that are the foundation of all activities performed by employees to achieve the mission of Hope Builders
**COMPENSATION:** Comprehensive compensation plan provided including:

- Wage range between $28-$31 per hour related to experience
- Robust medical, dental, and vision benefits are offered
- 401(k) retirement plan with employer match
- Generous vacation time accrual
- Hybrid (remote and in-person) work schedules available

**STATEMENT ABOUT POSITION:** *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 Hope Builders may be terminated at will by the employee or Hope Builders at any time with or without cause and with or without notice.*

**HOW TO APPLY:**

Please send your resume and supplemental documents to [HR@tsjahopebuilders.org](mailto:HR@tsjahopebuilders.org)