

SPECIAL SERVICE FOR GROUPS  
JOB ANNOUNCEMENT

**Title:** Behavioral Health Associate

**Division:** APAIT

**FLSA:** Non-Exempt (40 hours per week)

**Supervisor:** Orange County Director of Clinical Services and Operations

**Pay Rate:** \$18-22 per hour / depending on experience

**Date:** 2/1/18

**Summary**

Under the supervision of the Orange County Director of Clinical Services and Operations, the Behavioral Health Associate (BHA) is responsible for the day-to-day implementation of supervised behavioral health counseling, medical and/or non-medical case management, and HIV prevention services serving individuals living with or at risk for HIV/AIDS in Orange County. The BHA will provide culturally appropriate/competent support programs for HIV infected and affected clients and will be involved with all components of the Behavioral 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 queer community, monolingual and/or undocumented immigrants, substance users, and homeless persons, of varying ages. This position is 30-40 hrs./week and requires flexible hours including evenings, weekends, and some holidays.

**Essential Functions**

1. Conduct client intake into behavioral health and linkage to care services.
2. Provide clinically supervised individual counseling and group support under the direction of a professional clinician.
3. Conduct drop-in socialization-model psychosocial treatment activities.
4. Implement evidence-based individual level HIV prevention program to individuals living with or at risk HIV/AIDS.
5. Conduct case management services including but not limited to medical retention services, linkage to care or non-clinical.
6. Implement programmatic scope of work at a minimum of 85% completion rate.
7. Maintain and develop care team program training, protocols and policies under supervision of clinical supervisor.
8. Promote the availability of psychosocial services to prospective clients.
9. Provide necessary program documentation, including the completion of reports, administration of evaluation tools, and other program related assignments.
10. Maintain accurate written records and log activities.
11. Attend regular staff meetings and provide updates on programmatic activities, and regular attendance.
12. Ability to work overtime and perform duties during weekends, holiday, and evenings when required.
13. Other duties as assigned.

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

1. Master Degree completion and active registration with the Board of Behavioral Sciences (BBS) in social work (MSW), marriage family therapy (MFT), or Psychology Assistant, or equivalent from an accredited college or university.
2. Bilingual in Spanish language.
3. Basic knowledge of HIV/AIDS, and related issues.
4. Reliable transportation, valid California driver's license, plus proof of car insurance.
5. 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, homeless).
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 and 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. California state HIV testing and counseling (BASIC I) certification.
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: Hieu Nguyen @ [hieun@apaitonline.org](mailto:hieun@apaitonline.org).  
No phone calls please.

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