

**COUNSELOR (AGING AND FAMILY SERVICES)
SENIOR MOBILE MENTAL HEALTH (FULL-TIME)
SENIOR PEER COUNSELING PROGRAM (PART-TIME)**

Are you interested in being a part of a dynamic City where you can truly make a difference? Do you enjoy interacting with seniors and their families to help enrich their lives? Are you able to use your creative skills in collaboration with a team of dedicated professionals to come up with innovative solutions for your clients? Then the City of Fremont's Human Services Department may be the place for *you!*

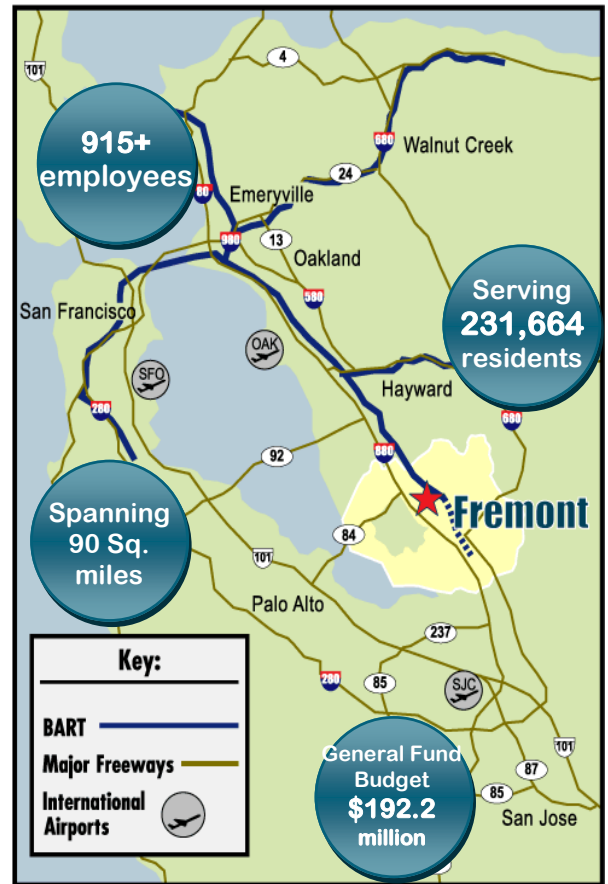


First Review of Applications: February 15, 2018

ABOUT US

Fremont is a well-managed and innovative city, and has recently generated national attention by placing in Money Magazine's top 50 "Best Places to Live 2016" in the country, and ranking 4th on the "Most Family Friendly" list of California cities by Estatefy. Located in the heart of the Bay Area and Silicon Valley, Fremont prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, quality parks and nearby open space, and an incredibly diverse population of over 231,664 residents. As a full service city, Fremont employs over 915 regular employees and has an operating budget of \$192.2 million.

Fremont is an employer that values its people, creativity, quality service, integrity, open communication, collaboration, mutual respect, and diversity. Employees find their work challenging, yet rewarding, and most importantly, enjoy the chance to make a difference through public service. [Think Fremont!](#)



THE DEPARTMENT

Fremont's Human Services Department is nationally and internationally recognized for its innovation and effective programs. The Department works to sustain the City's social service infrastructure which promotes a healthy and safe environment for all residents. The Department also directly offers services to residents throughout their life course from infants to elders. Services offered to families are designed to help them become or remain self-sufficient. The Aging and Family Services (AFS) Division is committed to meeting the needs of a growing senior population and providing a continuum of services to help elders remain independent, safe and in their own homes.

THE POSITIONS

The Department currently has two vacancies — a part-time counselor position in the Aging and Family Services (AFS) Division as a **Senior Peer Counselor**, and a full-time **Senior Mobile Mental Health Counselor** position in AFS Division's Mobile Mental Health Team.

SENIOR PEER COUNSELING PROGRAM (PART-TIME—24 HRS/WEEK):

This Counselor position, a part-time (24 hours/week) position, is an integral member of the Senior Peer Counseling program offering supervision and training to the senior peer counselors who in return provide emotional and mental health support to homebound elders in their place of residence. In collaboration with a clinical supervisor and other members of a multidisciplinary team such as AFS care

managers, the Counselor will provide active guidance, leadership and training to the senior peer counselors and limited direct care services to the seniors in home. The incumbent will interact with seniors and their families by conducting in-home assessments (DSM 5) to develop thoughtful and creative care plans. In addition, the Counselor will provide reports that are due as part of the contract.

EXAMPLES OF RESPONSIBILITIES:

- Receive and review requests for services.
- Conduct intake evaluations in the homes of the seniors to determine type and severity of problems.
- Create new client files and maintain accurate record and documentation of the program.
- Create reports per contract guidelines
- Conduct weekly consultation group for the peer counselors.
- Conduct monthly training for the peer counselor on topics relevant to counseling as well as train and recruit new counselors once a year.
- Assign counselors to new cases and assess the quality of services.
- Supervise work of the peer counselors in group and individual consultation.
- Interview clients, relatives and other involved persons to evaluate clients' needs and assess clients condition.
- Coordinate plan with supervisor, staff, institutions, private practitioners and any other member of the multidisciplinary teams as needed.

SENIOR MOBILE MENTAL HEALTH COUNSELOR (FULL-TIME)

This Counselor position is an integral member of the Senior Mobile Mental Health team offering outpatient mental health services to homebound elders in their place of residence. In collaboration with a clinical supervisor, psychiatrist, psychiatric nurse and AFS case managers, the Counselor will provide wrap around services to seniors and their families. The incumbent will interact with seniors and their families by conducting in-home assessments (DSM 5) and reassessments to develop thoughtful and creative care plans.



In addition, the Counselor will provide counseling services to seniors with mental illness and guidance to family members caring for them.

EXAMPLES OF RESPONSIBILITIES:

- Receive and review requests for services.
- Conduct intake evaluations to determine type and severity of problems.
- Establish diagnostic and treatment plans.
- Interview clients, relatives and other involved persons to evaluate clients' needs and assess clients condition.
- Observe client behavior and modify treatment plan to incorporate new information and changing perceptions.
- Coordinate plan with staff, other agencies, institutions, private practitioners and law enforcement personnel.
- Perform individual, family and group counseling to enhance mental and emotional health, level of social functioning and independent living for children, adolescents, adults and older adults using a variety of therapeutic and counseling techniques.

QUALIFICATIONS

The successful candidates will have any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. A typical way to obtain the required knowledge and skills would be: Master's degree in Psychology, Social Welfare, or a related field, and two years of progressively responsible experience providing counseling services.

In addition, the ideal candidate for the Senior Mobile Mental Health position will be a Licensed Clinical Social Worker or licensed psychologist, and have the ability to bill MediCal, Medicare, and private pay insurance. This position requires the ability to travel independently within and outside of City limits.





Tentative Recruitment Schedule

First Review of Applications: February 15, 2018

Oral Board Interviews: Week of February 26, 2018

Departmental Interviews: To be determined

WHAT WE ARE LOOKING FOR IN A CANDIDATE

Successful candidates will possess the following outstanding qualities:

- Display a positive customer service attitude
- Maintain effective working relationships with internal and external customers
- Exhibit skill in oral and written communication
- Creative problem solving techniques
- Display keen observation and evaluation skills of clients

COMPENSATION & BENEFITS

The full-time annual salary is \$69,975 - \$85,049 (\$33.64—\$40.88/hr), depending on qualifications. Fremont offers an attractive benefits package, which includes, but is not limited to: CalPERS retirement plan, paid holidays, medical, dental and other city paid benefits. A complete benefits summary can be found at Fremont.gov or by using this link: [Benefits Summary](#)

This position is represented by the CFEA bargaining unit. The probationary period for this position is 12 months.

READY TO APPLY?

To be considered for this position, apply online by submitting a completed City application, resume and cover letter through our on line application system: www.fremont.gov/cityjobs

The testing process for this position may include an individual and/or panel interview, written exercise, fingerprint check, and reference checks. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

REASONABLE ACCOMMODATION: Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660. ***The City of Fremont is an Equal Opportunity Employer.***

HUMAN RESOURCES DEPARTMENT
City of Fremont
3300 Capitol Avenue, Building B
Fremont, CA 94538
Phone: (510) 494-4660



COUNSELOR - SUPPLEMENTAL QUESTIONNAIRE

GENERAL INFORMATION:

The completion of this supplemental questionnaire is required for your application to be considered for the Counselor position, and is an integral part of the examination process.

This supplemental questionnaire will be used to assess your experience as it relates to the position of Counselor. Your responses will be evaluated and will assist in determining which applicants will receive further consideration in the examination process.

Your responses must be verifiable with the information on your application.

DIRECTIONS:

When you apply online you will be asked to respond to the following questions:

1. Please indicate which position you would like to be considered for:
 - Full-time position only (Senior Mobile Mental Health)
 - Part-time position only (Senior Peer Counselor—24 hrs/week)
 - I would like to be considered for both the full-time and part-time positions.

2. How many years of professional experience do you have providing counseling services (e.g. intake evaluations, establish diagnostic and treatment plans, observe client behavior and modify treatment plan accordingly)?
 - None
 - Less than 1 year
 - 1 year to less than 2 years
 - 2 years to less than 3 years
 - 3 years to less than 4 years
 - 4 years or more

3. What is your highest level of education?
 - Did not complete high school or equivalent
 - High school diploma or equivalent
 - Some college
 - Associate's degree
 - Bachelor's degree
 - Master's degree or higher

4. If you answered "Master's Degree or higher", in which field(s) did you receive your degree(s)?

5. Do you possess a currently valid California Driver's License?
 - Yes
 - No

6. Please indicate any professional licenses you possess currently.
 - MFCC or MFT
 - LCSW

- Clinical Psychologist
- None of the above
- Other _____

7. Describe your experience working with older adults and different ethnic and cultural groups.

8. Describe your experience working under supervision, and in a collaborative team setting.

9. Describe what modalities in client care that you prefer to use and why. _____

10. Describe what types of charting processes you are familiar with (electronic health records; types of assessment and monitoring tools). _____

11. Describe any experience you have supervising paraprofessionals or facilitating groups. _____