



JOB DESCRIPTION

Job Title:	Family Partner
Organization:	Asian American Recovery Services, Inc. (AARS, Inc.)
Program/Dept:	San Mateo Youth Programs
Location:	South San Francisco
Reports to:	Project Supervisor & Program Manager
Classification:	Regular, Full-time or Part-time, Non-Exempt
Salary:	\$32,000 - \$34,000 p.a. based on 100% FTE

Description: AARS, Inc. is an innovative substance abuse prevention, treatment, and research agency serving the greater SF Bay Area. This San Mateo County funded youth development program specifically targets the Asian and Pacific Islander adolescent / youth communities within the north county area of San Mateo County.

The Family Partner will assist in planning and providing mental health treatment services to children and families in coordination with other community service providers. The Family Partner will work directly with parents, families and caretakers whose children receive mental health services through San Mateo County.

Primary Duties and Responsibilities (other duties as assigned):

- Provide outreach, comprehensive case management, and rehabilitation counseling to the clients and their families for a caseload of approximately 40 clients;
- Conduct initial interviews with the parents and caretakers of each client to identify their strengths and case management needs;
- Identify local community resources that may be helpful to families. Help link families with community resources (e.g., work, activity, tutoring, food, housing assistance, etc.);
- Help link families to Medi-Cal, Healthy Families, or other health coverage;
- Collaborate with the therapists and clients to develop comprehensive treatment plan that address not only behavioral health issues but also the wellness of the whole family;
- Prepare and maintain required charting and documentation in a timely and thorough manner per established standards using the electronic health record system (Avatar);
- Maintain client-sensitive practices, policies, and procedures (i.e. maintaining quality assurance standards, assuring client confidentiality and other mandated requirements);
- Participate in clinical, administrative, and consultative meetings as well as professional development and training throughout the year;
- Actively participate in inter-agency and intra-agency staff and team meetings;
- Perform administrative duties assigned by the Program Manager;
- Organize minimum of two outreach events per school year that focus on resilience, wellness and recovery to enhance health and satisfaction of family life;

- Assist families with arranging transportation to appointments as needed;
- Meet the monthly productivity standard of required service contacts; and
- Provide school-wide interventions as needed, such as classroom education, teacher in-service training, general mental health support to the school.

Minimum Qualifications:

- Social work or case management experience preferred.
- Bilingual in Spanish and English highly preferred.
- Life experience as a parent or family member of a child/youth who has received mental health services is strongly preferred.
- Familiarity with the San Mateo north county communities, particularly Daly City and Pacifica, including demonstrated knowledge and understanding of the Latino and Filipino cultures of these communities.
- Ability to protect and handle client confidentiality requirements with sensitivity and care.
- California driver's license with a clean DMV record.
- "Whatever it takes" attitude to assist families highly desired.

Application Deadline: Position will remain open until filled. Please attach resume and letter of interest in Word format to:

John Bartolome, Program Manager
jbartolome@aars.org

Due to large volume of resumes received, we are unable to acknowledge receipt of all applications. Candidates who meet specific qualifications will be contacted during the course of this search.

AARS, Inc. is an equal opportunity employer. We encourage applicants from diverse backgrounds, including women, those from different racial and religious backgrounds and diverse sexual orientations. Reasonable accommodations will be made for persons with disabilities.

5.31.12