



**JOIN OUR TEAM**

## ***JOB DESCRIPTION***

# ***Administration /Clerical Position***



We are looking for a detail-oriented individual to join our team as Admin/Clerical . The responsibility of the administration clerical includes handling the facilities, contractors, invoicing, purchase orders, and billing associated with the 620 N Aurora site. The position will also be responsible for answering and directing calls, sorting the daily mail, maintaining filing systems, and typing addressing staff purchasing needs.

To be successful you should have excellent organizational and administrative skills. Ultimately, a top-notch administrative staff should have good communication skills, strong telephone etiquette, and great computer skills.

### ***CLERICAL ASSISTANT RESPONSIBILITIES:***

- \* Responsible for the smooth administration of office related duties at the Auroa site.
- \* Purchase order, invoicing, and
- \* Answering and directing calls, taking messages, and making phone calls on behalf of the company.
- \* Reception task, meeting and greeting clients and the community.
- \* Sorting and distributing the daily mail, sending out bills, and arranging pickups for packages.
- \* Using office equipment to check emails, send faxes, make copies, and update computer databases.
- \* Typing forms, correspondence, memos, and other materials.
- \* Sorting, filing, and maintaining filing systems for efficient recordkeeping and easy retrieval.
- \* Maintaining inventory on office supplies.
- \* Completing assignments and projects according to instructions from supervisors.

### ***CLERICAL REQUIREMENTS:***

- \* High school diploma or GED.
- \* Completion of administrative courses may be advantageous.
- \* A minimum of 3-year office experience may be preferred.
- \* Competency with computers, physical and digital filing systems, and typing.
- \* Strong written and verbal communication, interpersonal, and math skills.
- \* Good problem-solving skills.
- \* Professionalism, discretion, and the ability to work with minimal supervision.

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OR APPLY ON IN-DEED***



## **Job Description**

### **Mary Magdalene Community Services: Re-Entry Case Manager**

The Case Manager will work with San Joaquin Probation, San Joaquin County Superior Court and many other stakeholders in servicing AB 109 and Felony clients throughout San Joaquin County. The Case Manager will utilize a multidisciplinary approach to engage the hardest to serve an effort to reduce recidivism, increase protective factors, and connect them to services.

### **Duties:**

- \* Provide critical time intervention case management services to AB 109 clients
- \* Identify target population, perform screening assessments, make appropriate referrals, and provide linkage to primary care, mental health, short term residential stabilization, and other social services offered through the continuum of care.
- \* Keep case files up-to-date, thorough, and accurate.
- \* Assist in generating monthly reports and compiling data and program statistics.
- \* The Case Manager will advocate for the client as needed in SJ Superior Court
- \* Assess clients' mental condition based on review of client information, interviews, observation, tests, and collaboration with other staff members
- \* The Case Manager will advocate for the client as needed in SJ Superior Court
- \* Develop and implement treatment plans based on DA, clinical experience and knowledge
- \* Other related duties as assigned.

### **Program Goals:**

Decrease in recidivism  
Increase in protective factors  
Increase in Positive Peer Relationships  
Successful Reintegration into Community  
Engagement in Pro-Social Activities  
Decrease in the number of revocations, arrests, new law violations, convictions, and FLASH Incarcerations.  
The number of protective factors will increase during re-entry.  
Decrease in carcinogenic needs and risk factors.  
Increase of positive peer relationships.

### **Qualifications:**

- \* Bachelor's degree in social work or related field preferred; or 3 years experience providing case management
- \* Minimum of two years prior experience working with individuals who are post incarcerated re-entry clients, at risk of homelessness, who suffer from mental health, and/or chronic and persistent substance abuse disorders.
- \* Must possess a thorough understanding of the issues faced by post incarcerated re-entry populations and their families.
- \* Automobile, valid driver's license and clean driving record required.
- \* Must be computer literate and proficient in Microsoft Office.
- \* Adhere to current COVID 19 protocols.
- \* Spanish-speaking a plus.

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# ***Job Description***

## **Licensed Clinical Therapist Job Overview**

**Mary Magdalene Community Services is looking to hire an experienced Mental Health Therapist to help us keep growing.**

### **\* Responsibilities for Mental Health Therapist**

- \* Maintain confidentiality of records relating to clients' treatment**
- \* Gather information about community mental health needs and resources that could be used in conjunction with therapy**
- \* Plan outreach and referral activities in surrounding communities**
- \* Plan and conduct programs to prevent substance abuse or improve community health and counseling services**
- \* Assess clients' mental condition based on review of client information, interviews, observation, tests, and collaboration with other staff members**
- \* Serve as a client advocate to coordinate required services or to resolve emergency problems in crisis situations**
- \* Develop and implement treatment plans based on DA, clinical experience and knowledge**
- \* Conduct initial family assessments and refer patients, clients, or family members to community resources or to specialists as necessary**
- \* Conduct supervision of Associate Social Workers seeking licensure**

## ***Qualifications for Mental Health Therapist***

- \* 2+ years experience with providing diagnostic assessment and therapy services to a full range of individuals from youth through adulthood**
- \* Valid license as an LMFT, LICSW or LPCC**
- \* Maintain professional licensure and/or certification throughout employment with this agency**
- \* Ability to work as a team member and cooperatively**
- \* Must be able to work flexible work schedule including evenings and weekends on occasion**
- \* Superb organizational skills**
- \* Ability to guide, direct, or influence people**
- \* Excellent written and oral communication skills**

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