

## **JOB DESCRIPTION**

<b>Job Title:</b>	Assessment & Placement Specialist II
<b>Organization:</b>	Asian American Recovery Services, Inc. (AARS, Inc.)
<b>Program/Dept:</b>	CBHS - Treatment Access Program
<b>Location:</b>	San Francisco General Hospital, San Francisco
<b>Reports to:</b>	Program Coordinator, TAP
<b>Classification:</b>	Regular, Full-time, Non-Exempt
<b>Salary Range:</b>	\$35,863 - \$43,492 per annum

**Description:** The CBHS, Treatment Access Program is a collaborative effort between Asian American Recovery Services Inc. (AARS) and Community Behavioral Health Services (CBHS) to divert eligible individuals into appropriate treatment. The Assessment & Placement Specialist II stationed at San Francisco General Hospital (SFGH) administers screenings, assessments, and places patients into community-based behavioral health treatment services. This position requires an ability to maintain strict confidentiality and handle information with tact and diplomacy.

The Assessment & Placement Specialist II works in collaboration with other professional staff at SFGH (social workers, nurses, and MDs) in extending effective services to patients. This is accomplished by conducting screenings and assessments for patients deemed appropriate for residential, outpatient and day treatment services using the Addiction Severity Index (ASI). The position maintains patient engagement through facilitating a “harm reduction oriented” clinician-patient relationship by direct engagement, and maintaining effective working relationships with a variety of community service and treatment agencies, and assisting with arranging translation, transportation and other practical support services to facilitate appropriate discharges. Other comparable duties may be assigned as well.

### **Primary Duties and Responsibilities San Francisco General Hospital:**

- Initial screening of patients for triaging into appropriate level of care.
- Administering clinically driven assessments using the Addiction Severity Index (ASI)
- Engaging in occasional field assignments on a regular pre-determined and ad hoc basis.
- Completing clinical documentation, engaging outside providers & facilitating direct placements from the hospital.
- Participating daily in the inpatient psychiatric “Patient Flow” meetings from 8:00am to 9:00am sharp Monday through Friday or, participation daily in the in medical rounds from 9:30am to 10:30am sharp Monday to Friday.
- Engaging patients in the inpatient psychiatric units and medical units administering initial and subsequent contacts with patients that are in need of assistance in accessing addiction and mental health treatment upon discharge from the hospital.
- Completion of clinical support documentation for submission to the program coordinator and to the administrative dept.
- Respond to requests for engaging patients in medical units and inpatient psychiatry.
- Other duties as assigned.

### **Required Qualifications:**

- A board certification in any one of the recognized chemical dependency treatment counselor certifying entities such as, CAADAC or, CAADE.
- The incumbent shall work well under pressure; meet multiple and sometimes competing deadlines. The incumbent shall at all times demonstrate cooperative behavior with colleagues and supervisors.
- The academic requirement can be supplemented by at least two years of experience in substance abuse intake and assessment or, counseling/case management services and/or an equivalent combination of training and experience.
- Knowledge of San Francisco’s public health system of care.
- Cultural competence and familiarity regarding race, ethnicity, gender, sexual orientation, economic status, homelessness and chronic substance abusing culture.
- Familiarity with some basic anatomy & physiology concepts pertinent to the field of addiction treatment
- An understanding of the APA DSM-IV-TR, Axis I to V.

- Must possess a valid California driver's license and clear record for positions requiring driving.
- Basic English proficiency, written and oral.
- Basic office skills including computer proficiency in word processing, email, and spreadsheets.

**Desirable Qualifications:**

- Verification/Waiver: Verification of qualifying experience, education, and/or training is required at the time of filing. Candidates unable to do so may submit a letter requesting a waiver of this requirement indicating the reason(s) verification cannot be obtained. Failure to submit verification or request for waiver will result in application rejection.
- Experience in the use of Addiction Severity Index (ASI) and an understanding of the ASAM patient placement criteria.

**Application Procedure:** This position will remain open until filled. Send resume and letter of interest to:

**Phil Castiglione, ASW, CADC II**  
**Program Coordinator**  
**CBHS - Treatment Access Program**  
**679 Bryant St.**  
**SF, CA. 94107**  
**Fax 415.538.5555**  
[phil.castiglione@sfdph.org](mailto:phil.castiglione@sfdph.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 accommodation will be made for persons with disabilities.*