



Serving the lesbian,
gay, bisexual
& transgender
community of
San Diego County
since 1973.

POSITION AVAILABLE

Position Title	Behavioral Health Services Information & Referral Specialist
Application Closing Date	Open until filled; interviews begin immediately and conducted on a rolling basis
Position Start Date	Immediate
Job Hours	Full-Time, Exempt, Some evenings & weekends required
Salary	\$45,000 annually

JOB DESCRIPTION

The Behavioral Health Services Information and Referral Specialist is available at the agency for on-demand telephone and walk-in interventions. Duties include crisis intervention, triage, scheduling counseling intakes, and provision of information and referrals to community members and their families. Services are designed and provided within the context of a multidisciplinary professional team. It also includes becoming ADAP and Covered California certified to complete enrollments in both programs. The ideal candidate will be a self-motivated team-player who accepts direction, demonstrates excellent judgment, works hard, and is passionate about serving the LGBT and HIV communities.

The requirements listed below are representative of the knowledge, skills and abilities desired. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

QUALIFICATIONS

- 1. Education and/or Experience:** Bachelor's degree in psychology, social work or psychology. Master's degree is preferred. Related experience can be substituted for the educational requirement on a year-for-year basis. Prior experience working in the LGBT and HIV communities required, preferably in a non-profit setting. Case management and client navigator experience with clients living with HIV/AIDS and LGBT clients strongly preferred. Additionally, experience working with AIDS Drug Assistance Program (ADAP) and Covered California enrollment experience is strongly preferred.
- 2. Computer/Office Equipment Skills:** Must be comfortable working in PC/Windows-based environments. Must have proficiency with Microsoft Office, particularly Word, Outlook and Excel.
- 3. Other Skills:** Must demonstrate competence in working with a variety of populations. Must have excellent interpersonal communication skills. Ability to manage multiple tasks with shifting priorities. Lived experience as a member of a historically under-served community (i.e., communities of color, LGBTQ communities, or immigrant communities, etc.) preferred.
- 4. Language Skills:** Fluency in English required. Bilingual English- Spanish preferred.

To apply, send your cover letter, application and resume electronically to:

Heather Marino-Kibbee, LCSW at hmarinokibbee@thecentersd.org

The application can be found online at

www.thecentersd.org/pdf/jobs/employment-application.pdf.

Please note: We are unable to accept any phone or walk-in inquiries for this position. The San Diego LGBT Community Center is an Equal Opportunity Employer.

Mailing Address
P.O. Box 3357,
San Diego, CA 92163

Street Address
3909 Centre Street,
San Diego, CA 92103

(619) 692-2077
(619) 260-3092 Fax

www.thecentersd.org