



**1089 Mission St | San Francisco, CA 94103  
Phone: 415-554-8494 Fax: 415-554-8444  
www.stjamesinfirmary.org**

**Mental Health Services Director  
20 hours per week, Part Time, \$35k annually  
With full benefits  
Start Date June 19, 2023**

**About St. James Infirmary:**

St. James Infirmary (SJI) offers free, confidential, nonjudgmental medical and social services for Sex Workers (current or former) of all genders and sexual orientations. We are the first occupational health and safety clinic in the U.S. run by Sex Workers for Sex Workers! St. James Infirmary works actively to combat racism, classism, misogyny, homo- and transphobia, ableism, and all other forms of oppression that lead to discrimination, stigma, and marginalization.

**Philosophy:**

There are many factors which affect the working conditions and experiences for all Sex Workers including the political and economic climate, poverty and homelessness, stigmatization, violence, as well as the overwhelming intricacies of the legal, public and social systems. It is the philosophy of St. James Infirmary to build upon existing skills and strengths in order to allow individuals to determine their own goals while providing culturally affirming and non-judgmental services.

**Position Overview**

The Mental Health Program Director is a leader within St James Infirmary and supervisor to a team of community health therapists. This person will collaborate with other program directors, holistic services providers and clinicians to maintain a trauma-informed, client-centered, harm reduction-based therapy program for current and former sex workers of all genders and backgrounds.

**Duties and Responsibilities**

Mental Health Program Director Responsibilities

- Recruit, hire, train, and provide managerial and clinical supervision for all mental health services staff and clinical trainees
- Lead Mental Health Services Program Development and future planning in collaboration with the Executive Director
- Participate in annual contract development with funders in collaboration with the Executive Director and Finance Director
- Develop and manage department budget in collaboration with the Finance Director
- Identify gaps in knowledge and provide ongoing professional meetings, training and development for Mental Health Services team

- Co-coordinate and co-facilitate interdisciplinary case conferences as needed
- Engage in ongoing professional development and consultation with a Clinical Consultant as needed
- Assess program challenges and success on a monthly basis to ensure that the program is on course to reach its contract goals and deliverables, and modify programmatic strategies as necessary
- Compile data and complete incremental program reports for both internal and external stakeholders
- Conduct quality assurance activities for the program, including completion and submission of required paperwork and progress notes, data entry, program evaluation and reporting, and maintenance of QA plan, with complete documentation on SJI's internal google drive.
  - Conduct a bi-annual chart audit and review results individually with staff
  - Conduct a bi-annual Consumer Perception Survey in coordination with CBHS collecting feedback from participants receiving mental health services at St James Infirmary, synthesize data, and review with staff
- Support the Executive Director in ensuring ongoing programmatic outreach and community engagement
- Support the Executive Director in contract development activities with program funders
- Attend and participate in all relevant SJI staff and program meetings and trainings related to SJIs Mental Health program, including but not limited to the following:
  - SJI Staff Monthly Meeting
  - SJI Program Directors meetings (Bi-weekly, Wednesdays 2-4pm)
  - AOA All Provider Meeting (Monthly, First Fridays 9am-11am)
  - BHS Champions Call (Monthly, Second Tuesdays, 11am-12pm)
- Provide Avatar (CBHS Electronic Health Record Management System) training for other SJI staff as needed
- Ensure training and registrations of all Mental Health Services staff are kept up to date and in good standing
- Maintain the St James Infirmary CBHS Administrative Binder

#### Mental Health Counseling Services

- Maintain active license in good standing with the California Board of Behavioral Sciences or other licensing boards (LCSW, LMFT, LPCC, or PsyD)
- Understand and maintain compliance with legal and ethical codes of conduct applicable to the field of mental health services (i.e. HIPAA)
- Conduct pre-surgical assessments for participants seeking gender affirming surgeries
- Develop curricula for, and facilitate psychotherapeutic support groups
- Conduct the following and/or supervise clinical trainees in conducting the following:
  - Assess participant's mental health history and mental health service needs, diagnose and plan treatment
  - Provide culturally-sensitive, harm reduction-centered, and trauma-informed behavioral health and counseling services to participants with all spectrums of experience within sex work and sex trades
  - Develop an individualized plan of care with participants, and initiate care and supportive services
  - Provide care management linkage for participants to services including case management, primary care, housing, income benefits, therapeutic and educational groups, HIV/STI testing and counseling, peer counseling, holistic services, or any outside referrals as needed

- o Complete and submit timely documentation including progress notes, assessments, treatment plans and other participant charting

#### Community Outreach and Advocacy

- Co-coordinate and/or participate in public speaking engagements and conferences, as available
- Maintain communication with community partners and distribute program materials in order to increase mental health services for sex workers
- Other related duties and responsibilities to support the working of St. James Infirmary as assigned

#### **Required Skills and Qualifications**

- LMFT, LPCC, LCSW, or PsyD in State of California
- 3+ years experience providing therapy or mental health case management
- Meet criteria to provide clinical supervision for registered associates (ASW, APCC, AMFT) in the State of California
- Must be adept at engaging the intersections of legal and ethical compliance in the Mental Health field and equity oriented social justice work
- Highly skilled at navigating and managing HIPAA protected, client, and organizational information
- Commitment to SJI mission and values, ability to provide outstanding leadership and work cooperatively with colleagues and community members with the highest degree of integrity
  - o Experience in or detailed knowledge of the sex industry and occupational health and safety issues affecting/impacting sex workers
  - o Possess a strong understanding of harm reduction, and trauma-informed care principles and programming
- Commitment to cultural humility and experience working with people of different racial and ethnic backgrounds, genders identities, sexual orientations, people who use substances, including injection drugs, those experiencing homelessness, people with mental health challenges, people with disabilities, and people living with HIV/AIDS and/or Hepatitis C
- Ability to work collaboratively in a team and independently
- Ability to work in a field-based position with flexible hours
- Creative problem-solving skills
- Must be able to perform electronic data entry and precise timely documentation
- Excellent written, verbal, and interpersonal communication skills
- Highly organized and excellent attention to detail
- Ability to thrive and multitask in a fast-paced environment
- Microsoft Office, Web/Internet, Social Media, database, and general computer literacy
- Bilingual English/Spanish preferred

#### **HOW TO APPLY:**

Please submit a thoughtful cover letter explaining your interest in St. James Infirmary and where/how you found out about this career opportunity. Email your cover letter and resume to [jobs@stjamesinfirmary.org](mailto:jobs@stjamesinfirmary.org). Please write your name and the title for this position (“Your Name – Operations Director”) in the subject line of your email. Incomplete applications will not be considered.

St. James Infirmary is an equal opportunity employer. *We strongly urge candidates with sex work experience who are trans or gender non-conforming, and/or people of color to apply.*

#### **BENEFITS**

St. James Infirmary offers a competitive salary, commensurate with experience and skills, health insurance, vision and dental insurance, and other employee benefits.