

Assistant Manager, Licensed Clinical Social Worker,
Mental Health Services (Categorically Funded)
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=256160>

Downloaded On: May. 1, 2025 5:05am

Posted Apr. 23, 2025, set to expire Jun. 3, 2025

Job Title Assistant Manager, Licensed Clinical Social Worker,
Mental Health Services (Categorically Funded)
Department Staff
Institution Cerritos College
Norwalk, California

Date Posted Apr. 23, 2025

Application Deadline 06/03/2025

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Administration - Other

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Job Description

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Assistant Manager, Licensed Clinical Social Worker, Mental Health Services (Categorically Funded)

Salary: \$110,436.00 Annually

Job Type: Full Time

Job Number: Assistant Mgr-LCSW-25

Closing: 6/3/2025 11:59 PM Pacific

Location: Norwalk, CA

Department: Assistant Mgr-LCSW-25

Division:

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Student Health Services

Description

Equity and Diversity

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

Closing Date

This position will close on June 3, 2025 at 11:59 PM.

College Profile

Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 20,000 students. Visit Cerritos College online at <http://www.cerritos.edu>.

Department Profile

Our mission is to strengthen student learning by providing accessible, high quality, and cost-effective health care services to a multi-cultural population through health promotion, education, prevention, and evidence-based treatments. We guide students to succeed in their academic journeys by achieving optimal mind/body wellness.

Summary

The Assistant Manager, LCSW, Mental Health Services is responsible for the delivery of clinical services, outreach, and consultation services to meet the mental health needs of college students enrolled at Cerritos College. The Assistant Manager is a practicing California Licensed Clinical Social

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Worker (LCSW) whose primary responsibility is to provide short-term therapy, crisis intervention, clinical preceptorship and supervision, outreach, and consultation services to the college community. This role also supports the function of the LCSW, Manager in providing administrative duties including, but not limited to, quality assurance practices, data collection and reporting processes.

Distinguishing Career Features

The Assistant Manager, LCSW reports to the Associate Dean of Student Health and Wellness Services (SHWS). This position provides direct clinical and non-clinical services to students, including assisting the LCSW, Manager in providing ongoing guidance and evaluation of an MSW Practicum Intern, LCSW and pre-licensed therapist program. May be assigned to assist with consultations, trainings, and presentations to college personnel on matters of student mental health, including conduct management and crisis response as a proxy to the LCSW, Manager; and maintains currency in the literature on current mental health trends and practices. This position stays consistent with accepted safe and effective practices and responsive as per professional standards.

Job Duties

Essential Duties and Responsibilities

- Provides short-term therapy to students in individual and group formats; engages in triage, diagnostic interviewing, and development and implementation of treatment plans. Provides crisis intervention and emergency mental health services for students on campus. Provides group therapy and psychoeducational interventions to students. Maintains appropriate licensure.
- Performs administrative duties assigned by the LCSW, Manager including data collection and reporting, and support in the implementation, maintenance, and daily use of SHWS, electronic medical record (EMR) system. Participates in peer-review and quality control procedures.
- Conducts outreach services to the college community to disseminate information about wellness and mental health issues and their treatment. Attends and participates in professional development and conferences. Engages in program evaluation and quality assurance.
- Supervises MSW Practicum Interns, LCSW and pre-licensed therapist work, including planning, assigning, and scheduling work, reviewing work and ensuring quality standards, training staff, and overseeing their productivity.
- Assists in training and supervision of peer support counselors/educators.
- Perform related duties as assigned.

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Minimum Qualifications

Minimum Qualifications for Education and Experience

- Master's degree in Social Work required.
- Possession of a current and valid license in Clinical Social Work issued by the California State Board of Behavioral Sciences, or equivalent if out of state with licensure in California required within one year of employment with the District.
- At least one year of post-licensure experience providing diagnosis and mental health therapy.
- Recent experience in mental health services, providing direct mental health therapy to clients.
- Experience with providing short-term therapy.
- Meet all California requirements to provide supervision to social work practicum interns and pre-licensed therapists.
- Therapeutic experience in working with clients from diverse backgrounds and/or those for whom English is not the first language.
- Understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability and ethnic background of the student, community, and employee population.

Preferred Qualifications

- Experience working in a college mental health services center providing services to diverse students, faculty, and staff.
- Experience with Point and Click Solutions (PNC), EMR.

Supplemental Information

Knowledge and Skills

The position requires professional knowledge of:

- Knowledge of crisis intervention and demonstrated crisis intervention skills and techniques.
- Knowledge of guiding principles in mental health services in community college settings.
- Knowledge of legal and ethical standards of licensed mental health professionals.
- Knowledge of clinical therapy best practices in the treatment of individuals, couples, and groups, preferably in a community college setting.
- Knowledge of research project policies, procedures and practices, including data collection and

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analysis.

- Knowledge of record keeping procedures.
- Ability to interpret, apply and explain rules, regulations, policies and procedures related to providing direct clinical supervision to MSW practicum students.

The position requires demonstrated skill in:

- Interpreting, applying, and explaining rules, regulations, policies and procedures related to providing direct clinical supervision to practicum students.
- Providing direct mental health services, including brief individual and group counseling and mental health assessment and referral services to students with a wide range of mental health needs to support their academic success and retention.
- Analyzing situations accurately and adopting an effective course of action.
- Supervising, training, and providing work direction to others.
- Analyzing situations accurately and adopting effective course of action.
- Planning, organizing and prioritizing work projects.
- Meeting scheduling requirements, prioritizing projects, and adhering to deadlines.

Abilities

This position requires the ability to:

- Learn, interpret, and apply State Education Code, Government Code, Title 5, and other federal and state regulations as related to the responsibilities of the position.
- Be open to change and new methods in the assigned areas of responsibility.
- Continuously engage in learning and self-improvement.
- Guide and direct others in goal achievement.
- Work cooperatively and productively with internal and external constituencies.
- Advocate for shared governance, collegiality, staff cohesiveness and the other core values of the institution.
- Meet change with innovation to promote and meet the college mission.
- Assist the LCSW, Manager with:
 - Organizing, planning, developing, and writing innovative programs, developing new concepts, analyzing outcomes, and preparing clear and concise reports.
 - Directing and facilitating development of personal and team perspectives and developing and delivering training programs.

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Physical Abilities

This position requires the physical ability to:

- Function in an office environment performing work of primarily a sedentary nature with some requirement to move about campus and to off-campus locales.
- Constantly operate standard office equipment including computer, printer, and copy machine.
- The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Must be able to recognize printed material (printed or online) for more than 50% of the expected work time.
- Maintain physical condition necessary for patient care. Conduct patient assessment and treatment planning.
- Lift and move light to moderately heavy (less than 50 pounds) objects on an occasional basis with or without accommodations.
- Work a flexible schedule which may include evenings, weekends, and split schedules.

Licenses and Certificates

Requires a valid driver's license.

Working Conditions

Work is mainly performed indoors in a health center environment where safety considerations exist.

Salary/Fringe Benefits

Grade 25 on District Management Salary Schedule (\$9,203.00 /month).

Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance (\$50,000). (Cash in lieu option available on medical insurance.)

Participation in the Public Employee's Retirement System that is also integrated with Social Security or State Teacher's Retirement System

22 days annual vacation.

An annual stipend of \$4,023 shall be provided to management employees with an earned doctorate degree.

Selection Procedure

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After the application closing date, a search committee will review and invite the most qualified applicants for an interview. As these are highly competitive positions, meeting the minimum requirements does not guarantee an interview. If you have questions or would like to follow-up regarding your application, please contact Human Resources at HR@Cerritos.edu as search committee members are unable to discuss specific recruitments.

Conditions of Employment

This is a full-time 12-calendar month categorically funded classified manager position. Employment is to be effective as soon as possible following completion of the selection process. Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, Federal Bureau of Investigation (no fee if obtained at Cerritos College Campus Police Station), produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

Candidates must be available to work on site and be able to provide proof of California residency prior to employment.

**** Please note - the District does not provide for immigration sponsorships such as H1B Visas.**

Application Procedures

Application materials must be submitted by the closing date. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at the time of application or at least 72 hours prior to the closing date or date of a scheduled interview.

It is the applicant's responsibility to provide copies of all transcript(s) verifying all educational degree(s) and/or coursework required for the position. Transcripts must be from regionally accredited institutions. A foreign transcript must be evaluated by a NACES certified agency. The website address is www.naces.org.

Required Documents

1. Cover Letter
2. Resume/CV
3. Unofficial Transcripts (Must show all coursework completed and conferral date of the degree)

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4. Current and valid license in Clinical Social Work issued by the California State Board of Behavioral Sciences

To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/4889973/assistant-manager-licensed-clinical-social-worker-mental-health-services-categ>

The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. .

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff
Cerritos College

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