



THE CITY OF FREMONT IS HIRING!

# MENTAL HEALTH COUNSELOR

MULTIPLE POSITIONS AVAILABLE  
FULL-TIME AND PART-TIME

## Recruitment Timeline

**First Review of  
Applications:**

September 25, 2023

Interested applicants are  
encouraged to apply as  
soon as possible

**Interviews:**

Tentatively week of  
October 9

## Compensation & Benefits

**Hourly Rate:**

\$41.32 - \$50.22

A summary of benefits can  
be viewed online:  
[Benefits Summary](#)

This position is represented  
by the City of Fremont  
Employee Association (CFEA)  
bargaining group.

[Apply Here!](#)



**The City of Fremont's Human Services Department has  
exciting opportunities to join a dynamic team!**

### The Department

The Human Services Department (HSD) delivers and supports services by forging long-term community partnerships, engaging with and building the capacity of the community to do its own problem-solving, and leveraging financial and volunteer resources. The Department's nationally and internationally recognized programs support thousands of residents throughout their life course, from infants to elders. The department offers a hybrid working environment which is friendly, supportive, collegial and, where staff of many disciplines come together to problem solve, compassionately assist those in need, learn together and share successes.

**Positions Available** *(Please utilize the following links to obtain more detailed information about the specific positions which are being offered)*

- A.** 2 Full-time benefitted positions in the Aging and Family Services (AFS) Division working primarily with Asian American & Pacific Islander (AAPI) older adults.  
[Counselor \(AFS\)](#)
- B.** 0.8 FTE (32 hours per week) temporary position (2 years) in the Family Resource Center (FRC) Division with prorated benefits working primarily with adults at the FRC Division.  
[Counselor \(FRC\)](#)
- C.** 0.5 FTE (20 hours per week) position in the Youth and Family Services (YFS) Division with prorated benefits working with children, youth and their families.  
[Counselor \(YFS\)](#)

### General Description for all Mental Health Counselor Positions

As a Mental Health Counselor in the Human Services Department, incumbents will provide a full range of culturally responsive intake assessments, individual, family and group counseling, and crisis intervention services to enhance the mental health of those in need.



Human Resources Department  
3300 Capitol Avenue, Bldg. B  
(510) 494-4660 | [humanresources@fremont.gov](mailto:humanresources@fremont.gov)  
[www.fremont.gov/humanresources](http://www.fremont.gov/humanresources)

## General Description Continued

The Counselor is part of a larger Human Services team that includes psychologists, nurses, social work case managers, a family partner (peer support specialist), substance use disorder intervention specialists, and interns. Counselors receive continuous clinical training, consultation and professional development opportunities and receive supervision from a Clinical Supervisor.

The complete class specification can be viewed [here](#).



## Examples of Duties

- Conduct intake assessment which includes, psycho-social functioning, family and peer relationships, cultural/language needs and family strengths; develop care plans that respond to the individual's or families' values and strengths.
- Establish clinical diagnoses and identify list of problems and needs.
- Provide individual, family and group counseling to enhance clients' mental and emotional health, social functioning and independent living skills, using a variety of therapeutic and counseling techniques.
- Provide therapy and supportive services to individuals /children and families from varying cultural backgrounds.
- Coordinate care plan.
- Link clients to available social services, educational and medical resources as appropriate.
- Comply with City, state, county, funders and agency's policies and procedures, legal and ethical standards, quality assurance goals and audit requirements.
- Prepare correspondence and reports on treatment histories, progress and other matters related to the client's treatment.
- Write and maintain clinical records following City and Funders' guidelines. Attend quality chart review, case consultation meetings.
- Meet and maintain billing goals on a monthly basis.
- Attend required agency meetings and professional training.
- Attend community meetings, participate in task forces and committees as assigned.
- Conduct classes and give presentations to community organizations as assigned.
- Conduct services where client is most comfortable and are most appropriate including office-based sessions, field based, hospital, telehealth, school and home-based sessions.
- May provide clinical supervision to entry level interns or trainees, training and assistance to other staff or volunteers.
- Utilize departmental electronic health record and billing system MyEvolv.
- May be required to work other than business office hours.

## **Education and Experience**

Any combination of education and experience which has provided the knowledge and clinical skills necessary for satisfactory job performance would be qualifying. A typical way to obtain the required knowledge and skills would be: Master's degree in psychology, counseling, social work or comparable field and two years of progressively responsible experience providing counseling services.

Possession of the following are highly desirable:

- Familiarity with Medi-Cal documentation and billing requirements

## **The Ideal Candidate**

The ideal candidate will have two years of experience working directly with required population and possess the following:

- Excellent verbal and written communication skills.
- Experience with crisis intervention, individual, family and group therapy.
- Ability to work independently and offsite without direct support from supervisor.
- Excellent organization, multi-tasking, and problem-solving skills.
- Ability to maintain effective, respectful working relationships and teamwork with other division personnel, clients, caregivers, and community partners.
- Experience working in a fast-paced environment while maintaining a positive customer service attitude
- Experience working with diverse communities.

## **Licenses/Certificates/Special Requirements**

Possession of the following licenses:

- LCSW, LMFT, LPCC, or Licensed Psychologist, or
- Registration as an Associate with the California Board of Behavioral Sciences working towards licensure.

Counselors maintaining State licensure may receive a stipend of up to \$3,600 annually prorated based on an employee's schedule (hours worked). Based on languages needed by the department to serve the public, a bilingual stipend of up to \$1,800 annually is available to those that qualify, which is prorated based on an employee's schedule (hours worked)

This position requires the ability to travel independently within and outside City limits. Therefore, a valid Class C California Driver's License is required by time of appointment.

## **Application Process**

Candidates may apply for this position by submitting a completed City application, resume and supplemental questionnaire through the online application system (Government Jobs) at: <https://www.governmentjobs.com/careers/fremontca>

## **Selection Process**

The process may include oral panel and individual interviews, professional reference checks, and other related test components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

Reasonable Accommodation: Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660 or emailing [humanresources@fremont.gov](mailto:humanresources@fremont.gov).

The City of Fremont is an Equal Opportunity Employer.

*The information contained herein is subject to change and does not constitute either an expressed or implied contract.*

## SUPPLEMENTAL QUESTIONNAIRE

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The completion of this supplemental questionnaire is required for your application to be considered for the Counselor position and is an integral part of the examination process. This supplemental questionnaire will be used to assess your qualifications as it relates to the position. Your responses will be evaluated and compared to your application and will assist in determining which applicants will receive further consideration for the selection process.

### **When you apply online you will be required to respond to the following questions:**

1. Please be specific in answering the Supplemental Questions as they will be used to evaluate which applications will be given further consideration in the process. Do not answer "see resume" or "see application" as these are not valid answers. Select "Yes" to reflect that you have read and understand this statement.
  - Yes
  - No
2. Which position are you interested in applying for? Check all that apply.
  - Full-time Counselor with Aging and Family Services
  - 0.8 FTE Counselor with Family Resource Center
  - 0.5 FTE Counselor with Youth and Family Services
3. Do you possess a Master's degree in psychology, social welfare, marriage and family therapy, or a comparable field?
  - Yes
  - No
4. If you answered "Yes," list subject(s) of your degree(s).
5. Are you licensed in the State of California or registered as an Associate?
  - Yes
  - No
6. If you answered "Yes," list the type of license, i.e. LMFT, LCSW, LPCC, Psychologist, or Associate, and your license/registration number.
7. How many years of professional, full-time experience do you have in providing mental health services?
  - None
  - Less than 1 year
  - 1 year to less than 2 years
  - 2 years to less than 3 years
  - 3 years to less than 4 years
  - 4 years to less than 5 years
  - 5 years to less than 6 year
  - 6 years or more
8. If you have proficiency in a language(s) other than English, indicate which language(s) and whether you can speak, read, and/or write.

## **SUPPLEMENTAL QUESTIONNAIRE CONTINUED**

**9.** What is your proficiency with Medi-Cal documentation requirements?

- No proficiency
- Beginner
- Intermediate
- Advanced
- Expert

**10.** Write a response to the following supplemental question(s) that coincide to the position(s) you are applying for. *Limit your response to no more than 500 words for each question*

**11.** Full-time Counselor with Aging and Family Services

- Describe your professional experience working with adults 60 years old and older, including experience working with diverse populations.
- Why do you want to work with seniors? What are the rewards and challenges in working with an older population? How do you meet the challenges?

**12.** 0.8 FTE Counselor with Family Resource Center

- Describe your most difficult case and explain the methodology you used to work with the client. Share your outcomes and how you overcame any challenges.

**13.** 0.5 FTE Counselor with Youth and Family Services

- YFS frequently deals with youth and their family members who are recent immigrants or first generation. If you have worked with a youth/family like this please share your clinical diagnosis, treatment plan, and how you responded. What was your understanding of how cultural norms/beliefs impacted the case? What communication techniques did you use if the parents had limited English language skills?