

Administrative Office • 5801 E. Washington Blvd • Los Angeles, CA 90040

## **JOB DESCRIPTION**

**TITLE:** United Mental Health Promoter (UMHP) Team  
Mental Health Clinical Supervisor  
Unhoused Population

**REPORTS TO:** Project Director

**CLASSIFICATION:** Exempt

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East Los Angeles Women's Center, a non-profit organization, provides a variety of services for women and their families, focusing on sexual and domestic violence and HIV/AIDS. ELAWC offers crisis intervention, prevention, education, and advocacy in order to address the needs of a multi-cultural and multi-lingual community.

### **SUMMARY:**

The Mental Health Clinical Supervisor (MHCS) provides clinical support and administrative oversight for the program. The primary function of this role is to guide and empower United Mental Health Promoters (UMHPs) and Senior UMHPs in their daily operations.

Additionally, the MHCS serves as a key liaison, engaging with community and County partners to improve overall wellbeing within the **Unhoused Population** program participants in SD4.

### **RESPONSIBILITIES:**

- Provide clinical guidance to UMHP staff; coordinate with supervisors to meet program goals and professional development requirements.
- Manage daily operations, including documentation compliance, weekly logs, and the submission of comprehensive monthly county reports.
- Direct field-based outreach and workshops; collaborate with community partners to reach unhoused and vulnerable populations.
- Facilitate linkages to mental health services, trauma-informed care, and COVID-19 recovery resources.
- Evaluate program outcomes and adjust strategies based on community feedback; represent the agency at County DMH and stakeholder meetings.
- Ensure strict adherence to confidentiality, safety guidelines, and regulatory requirements (ELAWC/LACDMH).

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## **Knowledge, Skills and Abilities**

- Lived or professional experience navigating systemic challenges (e.g., racism, food/housing insecurity); strong background working with the Latino community and low-income, multicultural populations preferred.
- Proven ability to deliver high-quality training in family dynamics and strength-based models.
- Exceptional active listening and interpersonal skills; ability to advocate effectively for community members.
- Demonstrates strong initiative, empathy, and sound judgment while working both independently and as a collaborative team member.
- Highly flexible in responding to shifting community needs and program environments; available for occasional evening and weekend work.
- Skilled in Microsoft Office, online application systems, and the use of laptops and smartphones.
- Must have reliable transportation, a valid CA Driver's License, and proof of auto insurance.

## **Required Education and Experience**

- Minimum of two years post-licensure experience required for LMFTs and LCSWs.
- Experience in providing clinical supervision preferred.
- Must successfully pass all post-offer, pre-employment screening requirements, including a criminal background check and drug test, and provide proof of eligibility to work in the United States.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing these duties, the employee is frequently required to walk; talk or hear; and use hands to handle, feel, or operate objects and tools. The employee is often required to stand, sit, and reach with hands and arms, as well as stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Occasional operation of a motor vehicle is also required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform these essential functions.

Salary - \$80,000- \$85,000

Benefit package that includes medical, dental, and life.

Interested Candidates should forward a resume, cover letter, three references to:

dalarcon@elawc.org with (UMHP) Mental Health Clinical Supervisor in the subject line.

No phone calls please.

The East Los Angeles Women's Center does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.