



CITY OF PEABODY

HUMAN RESOURCES DEPARTMENT

CITY HALL, 24 LOWELL STREET, PEABODY, MA 01960

Phone: (978) 538-5723/5721

BETH BRENNAN O'DONNELL
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JOB POSTING

Health & Human Services Department
Division of Social Services Mental Health/Substance Abuse Clinician

Job Title: Mental Health/Substance Abuse Clinician

Location: Peabody Police Department, 6 Allens Lane Peabody, MA 01960

Schedule: 32.5 hours/week, Monday & Wednesday 8:30 AM – 4:00 PM
Tuesday & Thursday 11:00 AM – 8 PM, Friday 8:30 AM – 12:30 PM
Additional evening and weekend hours may be required

Salary: \$72,670 - \$77,097 DOQ

Summary Statement of Duties: (Full job description available at the Human Resources Department, City Hall, 24 Lowell Street)

Under the direction of the Director of Social Services, the Mental Health/Substance Abuse Clinician ("Clinician") provides strategic support to the community and to the City of Peabody Health, Human & Social Services and Public Safety Departments in the areas of substance use and mental health. This position is charged with developing, collaborating, and implementing programs to increase community access to behavioral health care.

Essential Duties and Responsibilities:

- Increases access to inpatient and outpatient behavioral health and substance use disorder treatment options and resources.
- Develops proactive outreach programs for substance users and families.
- Develops and implements access to treatment scholarship program.
- Provides on-going community-based support and consultation to individuals and families.
- Coordinates support and education groups as needed.
- Hosts and participates in community-wide educational events.
- Develops mental health and substance use related referral forms for Health & Human Services and Public Safety personnel.
- Follows up with residents post-police response.
- Responds to active incidents at the request of Health & Human Services and Public Safety personnel.
- Provides assessment and intake of clients
- Maintains data collection related to position including but not limited to number of referrals, responses, outcomes, and other relevant measures.
- Serves as a representative on the City of Peabody Substance Use Prevention Coalition.
- Provides reports to the Director, Mayor, and City Council as requested and required.
- Implements plan for dissemination of information to the community and stakeholders.
- Supports development of grant and funding opportunities.
- Provides on-site visits to clients as needed.
- Works collaboratively with other local, state and federal agencies to coordinate a system of care and best practices.
- Supervises interns as needed.

- Performs additional duties as may be assigned or required.

Skills and Qualifications:

- Graduate degree in social work or mental health counseling required. LICSW or LMHC required.
- Proficiency in Spanish and/or Portuguese preferred.
- Thorough knowledge of evidence-based intervention and treatment strategies.
- Demonstrated multi-tasking skills essential.
- Experience developing programs and reporting systems.
- Ability to work with multiple teams and departments as well as independently.
- Basic knowledge of evidence-based prevention strategies.
- Knowledge of mental health disorders including substance use disorders, PTSD, and hoarding.
- Excellent verbal and written communication skills. Ability to present to groups of people.
- Must possess a valid Massachusetts Driver's License and reliable transportation in order to travel to in-home visits, and meetings, conferences, and trainings within the City of Peabody and throughout Massachusetts.
- Demonstrated proficiency in and experience using Microsoft Office programs.
- Must successfully complete a Massachusetts criminal background check, drug screen and physical exam.

This position requires in-person attendance. Requires vision for reading accurately from a variety of texts, written reports, and computer screens. Ability to lift and or move up to 15 pounds. Must enjoy working with the public and be tactful and respectful in dealing with the public in person, via email and phone. Must be able to read and write in English. This position requires exceptional customer service skills and the ability to maintain strict confidentiality.

Posting date: November 7, 2023

How to apply: Interested, qualified candidates please apply by submitting a cover letter and resume by the preferred application date of Friday, December 1, 2023, at 12:30 PM. Position to remain open until filled. **Candidates will be considered as applications are received.** Apply to the Human Resources Department at City Hall, 24 Lowell Street; via email to hr@peabody-ma.gov; or by fax 978-278-1544. Application is available online at: <https://www.peabody-ma.gov/hr/JobApplication.pdf>. The City of Peabody is an EOE.