

**Tarzana Treatment Centers**  
*Equal Opportunity Employer*

**Job Opportunities as of Friday, November 04, 2011:**

To apply for open positions, go to: <https://jobs.tarzanatc.org>

**Tarzana Facility**

**Intake Assessment Specialist I NEW!**

Full-time position providing outreach services to Native American communities, conducting alcohol/drug assessments for patients seeking admission to Tarzana Treatment Centers, and conducting admissions. Excellent customer service and telephone etiquette skills, computer knowledge, high school diploma (or GED) required. Must be detail oriented and be able to multi task. Familiarity with alcohol/drug treatment services and placement criteria. Familiarity with Wellbriety and Native American communities in California preferred. Registered/Certified counselors with experience preferred. Bilingual (Spanish/English) strongly encouraged to apply. To apply, please complete application online.

Job #2011/10/30/01

**Technician/Van Driver I**

On-call technician positions open to provide supportive services to patients, counselors, and other staff in the Outpatient Program. High school diploma or equivalent required. Must have excellent customer service skills and strong written and verbal communication skills. Bilingual a plus. Prior work experience in behavioral healthcare particularly Substance Use Disorder treatment preferred. To apply, please complete an online application.

Job #2011/10/26/01

**Post Doc/Psych Assistant**

Unpaid Post-Doctoral Position in Clinical Psychology in Southern California available immediately at Tarzana Treatment Centers, a dual-diagnosis treatment facility specializing in the treatment of substance abuse. Responsibilities include providing program management as well as psychotherapy in our Mental Health Out-Patient Clinic; conducting in-depth evaluations of, and following, patients admitted to the Detox Unit; crisis management; and other minor administrative duties. Weekly supervision will be provided by a licensed clinical psychologist. Attendance at weekly didactic training and professional development seminar expected. This is a unique training opportunity. To apply, please complete online application and submit CV and cover letter.

Job #2011/09/09/01

**Clerk I**

Community Assessment Service Center (CASC). On Call/Per diem. Job duties include: handling & routing of incoming and outgoing calls, general clerical (assistance with copying and mail duties), data entry, and other duties as assigned. Bilingual in English and Spanish is highly desirable. Excellent customer service skills, computer skills, high school diploma (or GED), and previous experience required. To apply, complete an online application.

Job #2011/09/16/01

**Intern**

Research Department seeking part-time unpaid intern to assist in the preparation of monthly and quarterly reports for various committees, and the collection of monthly patient satisfaction surveys. Attention to detail, interpersonal skills, and knowledge of Microsoft Office and SPSS are desirable. Travel is required therefore applicants should have a valid driver's license and access to a vehicle. The intern will report directly to the Research Assistant Supervisor. Please apply to the job listing on our website <https://jobs.tarzanatc.org/>.

Job #2011/10/20/02

**Reseda Facility****Intake Assessment Specialist I**

Full time position provides alcohol/drug assessment services to patients of the psychiatric emergency room at Olive View-UCLA Medical Center. Person should be familiar and trained on the use of the Addiction Severity Index (ASI) assessment instrument. Familiarity with alcohol/drug treatment services and placement criteria a plus. Bilingual (Spanish/English) strongly encouraged to apply. Candidate should at minimum have a high school diploma/GED and be a registered/certified alcohol/drug counselor. To apply, please complete online application.

Job #2011/10/28/06

**Research Assistant**

Full time position for an administrative/research assistant to help implement a federal grant that seeks to provide outpatient substance abuse treatment services. Candidate will assist in all research and evaluation activities, as well as clerical duties for the general operation of the project office. Person must have a BA/BS in health/social service related field, experience in data collection, entry, and development of data collection forms. Person must be detailed oriented and have excellent knowledge of Microsoft Office products, including; MS Word, Outlook, and Excel. Knowledge of SPSS a plus. Person should have at least 1 year experience working in a human health/social service organization. Strong written and verbal skills a must. To apply, complete on-line application and attach resume.

Job #2011/10/28/07

**Counselor I**

Full Time substance use disorder (SUD) Counselor position in the San Fernando Valley for new TeleHealth program that seeks to deliver treatment services on-line. Will work closely with a multi-disciplinary team under the direction of the TeleHealth Project Coordinator and Director. Duties include, the implementation of alcohol/drug use assessments and individualized treatment plans for SUD patients in an outpatient setting, facilitation of individual & group counseling sessions, excellent computer skills and chart documentation, participation in case conferences and crisis intervention as needed. Registration and/or certification with one of the DADP-approved state-wide certification entities and 2 years experience working in an outpatient behavioral healthcare setting. Bilingual skills (English/Spanish) also preferred. If you meet the qualifications and are interested in this cutting edge program utilizing telemedicine, to apply, please complete online application and attach resume.

Job #2011/10/28/08

**Lancaster Facility****Physician Assistant**

Full or Part Time Physician Assistant or Nurse Practitioner needed to provide medical care, treatment and HIV/AIDS education and prevention services to patients in our Palmdale and Lancaster clinics. Must be licensed in CA. Flexible hours including evenings and Saturdays. HIV/AIDS treatment experience is a plus but not required. To apply, complete an online application. You may also call (818) 654-3809 with any questions regarding the position.

Job #2011/05/17/03

**Clinical Supervisor (LMFT/LCSW)**

F/T Clinical Supervisor needed for Adult Services in Lancaster. Must be licensed as a LMFT, LCSW or Psychologist for a minimum of two years. Candidate will work with a multidisciplinary team of professionals. Duties include supervision, consultation, assessment, crisis intervention, oversight of documentation, and some direct care service for the outpatient and residential programs. Some experience working in Chemical Dependency treatment required. Strong written and verbal skills a must. To apply, please complete an online application.

Job #2011/10/14/02

**Technician/Van Driver I**

On-call position. Must be able to work various 12 hour shifts, to include nights and weekends. Excellent customer service skills, knowledge and experience in a behavioral healthcare setting preferred. Experience working with youth preferred. High School diploma, or equivalent, required. Bachelor degree in a human services field preferred. Good driving record required in order to obtain a Class B drivers license. Please apply on-line.

Job #2011/04/14/02

**Counselor II**

Full time alcohol and chemical dependency counselor position available, providing AOD services to youth residing at Challenger Probation Camp, in Lancaster. Responsibilities include assessments, treatment planning, and facilitation of individual, group and family AOD counseling. Candidate must be certified, or registered, with a CA state qualified chemical dependency certifying agency. Candidate must have excellent organization, and writing skills, to ensure timely and accurate documentation. A Bachelor degree in a human services field preferred. To apply, please complete online application.

Job #2011/07/13/02

**Intern**

Unpaid, Chemical Dependency Intern position in Lancaster adult treatment programs. Will work closely with a multi-disciplinary team under the direction of a CAADAC II Supervisor. Duties include, the implementation of chemical dependency assessments, individualized treatment plans for patients, facilitation of individual & group counseling sessions. Electronic and paper chart documentation. Participation in case conferences and crisis intervention as needed. Requires the following: Completion of AOD studies program, to include practicum. Registration with one of the DADP-approved state-wide certification entities. To apply, please complete online application.

Job #2011/08/24/01

**Intern**

Unpaid, Clinical internship/practicum for MSW, and MFT Interns. Candidate must, currently, be in a Masters program in a behavioral sciences field. Opportunity to provide individual, family and group counseling in cognitive behavioral and 12-step modalities. Candidate must have strong written and verbal skills, and the ability to commit to, at a minimum, 16 hours per week. To apply, please complete an online application.

Job #2011/08/30/01

**Physician Assistant**

Full or Part Time Physician Assistant or Nurse Practitioner needed to provide medical care to patients in our Palmdale and Lancaster clinics. Must be licensed in CA. Flexible hours including evenings and Saturdays. HIV/AIDS treatment experience is a plus but not required. To apply, complete an online application. You may also call (818) 654-3809 with any questions regarding the position.

Job #2011/10/28/01

**Nurse Practitioner**

Full or Part Time Physician Assistant or Nurse Practitioner needed to provide medical care to patients in our Palmdale and

Lancaster clinics. Must be licensed in CA. Flexible hours including evenings and Saturdays. HIV/AIDS treatment experience is a plus but not required. To apply, complete an online application. You may also call (818) 654-3809 with any questions regarding the position.

Job #2011/10/28/02

### **Tarzana Youth Facility**

#### **Systems Analyst I NEW!**

System Analyst Full-time. Must have experience with databases, SQL, and Crystal Reports. Healthcare software experience a plus. Duties include troubleshooting helpdesk calls for healthcare software. Must be detail-oriented, have excellent written communication and organizing skills, and the ability to effectively handle multiple tasks while being a team player that values quality customer service. Willing to travel within Los Angeles County. To apply, complete an online application.

Job #2011/10/21/02

#### **Counselor II NEW!**

Fulltime Chemical Dependency Counselor needed for Tarzana Treatment Center Youth Outpatient program. Will work closely with a multi-disciplinary team under the direction of the Clinical Supervisor/Program Director. Duties include, assessments and creation of individualized treatment plans for patients, facilitation of individual and group sessions with documentation and participation in case conference and crisis intervention. Excellent youth oriented treatment skills as well as organizational skills are a must to ensure appropriate treatment in addition to timely and accurate documentation. Must be available Monday through Friday afternoons and evenings until 8:30pm. Requires completion of an academic addiction studies program and counselor registration or certification (CAADAC, CAADE, AAHCP) or Masters degree and Registration with the Board of Psychology or Board of Behavioral Sciences as an Intern. Background in mental health desired (MFT Intern-supervision of hours will be provided). 3 years experience in a behavioral healthcare setting and a minimum of five (5) years experience in youth services including work with runaways, victims of abuse, and pregnant or parenting youth. Biligual Spanish speaking preferred. Must have own transportation and be able to pass an intensive background clearance. Please complete online application and attach resume.

Job #2011/10/24/01

### Long Beach Facility

#### **Technician/Van Driver I** **NEW!**

On-call position open to transport patients and provide other support services. Must be able to work various shifts, especially nights and weekends. High school diploma or equivalent and valid Class B driver's license required. Must have excellent customer service skills and strong written and verbal communication skills. Bilingual and child care experience a plus. Prior work experience in behavioral healthcare preferred. To apply, please complete an online application.

Job #2011/11/04/01

#### **Licensed Marriage & Family Therapist**

FT position LMFT/LMSW: To provide direct service, including individual, couple/family or group psychotherapy, assessments, tx planning, and crisis intervention, attend clinical and administrative meetings, maintain proper documentation and other duties as assigned. Provide treatment for Latina and African American Pregnant and Postpartum women and their entire families for a SAMSHA contract " Growing Miracles" awarded to TTC for 3 years. Job Requirements: • Licensed Mental Health Therapist (LCSW or LMFT ) • Experience with the Diagnostic Classification of Mental Health and Developmental Disorders of Infancy and Early Childhood (DC: 0- 3R) • Experience utilizing evidenced based practices in the treatment of families, children (0-17) and individuals clients • Experience working with Substance Abuse Treatment and Children of Addicted Parents \* Experience supervising project staff • Experience working in Residential and Out-patient settings. Highly Desirable: • Bi-lingual English/Spanish ( not required) • Established relationships with Long beach ( SPA 8) MH service providers and social services • 2 years post-licensure with supervisory experience in order to provide clinical supervision to trainees and interns To apply, please complete online application.

Job #2011/10/27/01

### Northridge Clinic Facility

#### **Medical Assistant I** **NEW!**

Per diem Medical Assistant needed for busy Northridge Family Medical Clinic. Front and back office experience required. At least 1 year experience and Bilingual in Spanish preferred. Must be able to multi task, and work well with providers and peers. Excellent Customer Service skills are a plus. To apply, please complete an online application.

Job #2011/11/04/02

#### **Physician Assistant** **NEW!**

NP/PA needed for a per diem position in a busy Primary Care/Family Medical Clinic in Northridge, CA. Two years experience preferred, but open to new graduates from an accredited training program. Bilingual in Spanish a plus but not mandatory. Please send/fax your resume to Bill Reimers, Director @ <a

[href="mailto:breimers@tarzanatc.org">breimers@tarzanatc.org</a> or fax to 818-534-1821.](mailto:breimers@tarzanatc.org)

Job #2011/11/04/03

**Physician**

The Physician (contracted) provides medical services as directed by the Program Director. The services include but are not limited to providing physical examination; diagnosing, treating, and prescribing medications as needed by the patient population; ordering lab and diagnostic work; coordinating with the Director of Nursing and the Pharmacists in the ordering, storage and administration of medical supplies and medications; providing oversight to the Physician's Assistant; and consulting with medical specialists. AAHIVS certification required. Doctorate in Medicine; medical internist residency completion with infectious disease specialty. Two (2) consecutive years in a hospital, private, or community practice dealing with infectious disease patients. To apply, please complete an online application.

Job #2011/05/13/05

**Benefits Specialist NEW!**

Eligibility/Enrollment Workers needed in Tarzana Treatment Centers Lancaster, Northridge and Tarzana locations. 3 positions open at this location. Currently temporary openings with no benefits but with possibility of changing to regular status. Duties include gathering benefits eligibility information from patients, processing patient enrollments and reenrollments in healthcare programs, providing patients with education about benefits. Requirements include: HS diploma or GED (Two years of college preferred), Two years data entry experience and computer skills, valid CA driver's license and insurance. Some travel between sites required. Experience working with underserved populaton helpful. Bilingual English/Spanish a preferred. To apply, please complete an online application.

Job #2011/11/01/02

**Director**

Primary Care Clinic Director to oversee clinic operations at our Northridge, Lancaster and Palmdale locations. This is a fulltime positions. Clinical background required. RN, PA or NP are ideal candidates. This position is responsible for the day-to-day management of 3 primary care and HIV clinics located in Northridge, Lancaster and Palmdale. Will coordinate patient care programs and services and perform various administrative functions including contract management, personnel management, fiscal and marketing duties. Must have 3 years prior experience in a supervisory capacity in a healthcare environment. Prior management experience in a medical group/IPA setting is very helpful. All sites are JCAHO accredited so prior JCAHO experience is a plus. To apply, complete an online application.

Job #2011/10/03/02

**Intern**

Unpaid MFT Intern to work in Primary Care Clinic 20 or more hours a week seeing patients with mild to moderate mental health problems. Work under the supervision of a licensed psychologist and collect hours towards licensure. Knowledge of DMH paperwork preferred but not required. Must be fluent in Spanish and able to conduct psychotherapy in Spanish. Work as part of a team implementing an exciting new healthcare model. Training in this new Mental Health Integration Project model provided.

Job #2011/09/12/07

**Physician Assistant**

Full or Part Time Physician Assistant or Nurse Practitioner needed to provide medical care, treatment and HIV/AIDS education and prevention services to patients in our Palmdale and Lancaster clinics. Must be licensed in CA. Flexible hours including evenings and Saturdays. HIV/AIDS treatment experience is a plus but not required. To apply, complete an online application. You may also call (818) 654-3809 with any questions regarding the position.

Job #2011/10/05/01

**Physician Assistant**

Full or Part Time Physician Assistant or Nurse Practitioner needed to provide medical care to patients in our Northridge clinic. Must be licensed in CA. Flexible hours including evenings and Saturdays. HIV/AIDS treatment experience is a plus but not required. To apply, complete an online application. You may also call (818) 654-3809 with any questions regarding the position.

Job #2011/10/28/03

**Nurse Practitioner NEW!**

Full or Part Time Physician Assistant or Nurse Practitioner needed to provide medical care to patients in our Northridge clinic. Must be licensed in CA. Flexible hours including evenings and Saturdays. HIV/AIDS treatment experience is a plus but not required. To apply, complete an online application. You may also call (818) 654-3809 with any questions regarding the position.

Job #2011/10/28/04