

MONTCALM CARE NETWORK

Prevention Outreach Specialist (Master's Degree, 10 Month School)

Pay Range: \$, less than full license
\$, full license

Status: Salary, Exempt

I have read my job description and understand the essential functions.

Name: _____

Date: _____

General Summary

Under the supervision of the Outreach Services Manager for the targeted population, responsible for acting as a liaison to the community to promote awareness of mental health services, improve the health and wellness of individuals with a mental illness or developmental disability, and decrease the stigma of accessing necessary care. A Prevention Outreach Specialist works on site with a community partner agency to provide mental health screening, crisis intervention, psychoeducation, assessment, coordination, and brief interventions. Services are provided in a community setting. Promotes mental health recovery, wellness, and full participation within the community for consumers in a manner where practice is trauma informed, co-occurring capable, person/family centered and integrated with other health care providers.

Essential Functions

1. Employed 10 months per year for the delivery of school-based Prevention-Outreach Specialist services.
2. Develops relationships with community partner agencies to identify individuals with potential severe persistent mental illnesses, serious emotional disturbances, developmental disabilities and co-occurring disorders.
3. Administers screening tools and determines initial eligibility for Community Mental Health Services by completing brief screenings.
4. Maintains comprehensive knowledge of community resources to link individuals to supportive services in the area of housing, legal, clothing, medical/psychological care, social security, utilities, education, transportation, employment, safety, and recreation.
5. Performs psychosocial assessments and evaluations that include obtaining personal, family, social, psychiatric and medical information. Determines appropriate level of care. Discusses diagnostic conclusions and treatment recommendations with consumers and consumer family members or other natural supports encourages their support in the service delivery and care process.
6. Diagnoses mental illness, psychological disturbances and developmental disabilities using approved diagnostic nomenclature.
7. Provides crisis intervention, crisis screening, information and referral and other services to

persons experiencing crisis, emergent or urgent difficulties.

8. Establishes crisis plans and responds to client requests for mental health coaching or emergency counseling by phone or face to face as necessary.
9. Develops person-centered plans or brief care plans utilizing person centered models of care with participation of consumer, other service providers, and support system. Maintains record of contacts, collaborative contacts, and progress toward goals. Completes necessary discharges and transition plans.
10. Works cooperatively with after-hours emergency service staff, collects all emergency service information and ensures the transmission of emergency service consumer information to other emergency service staff at staff meetings and as otherwise appropriate, primary mental health clinicians, psychiatrists and with the consumer's authorization, their primary health care physician.
11. Teaches and enhances the skills sets of consumers in the management of mental illness symptomology, behavioral dysregulation, parenting skills, and chronic disease process to promote wellness and recovery. Utilizes health coaching and motivational strategies.
12. Teaches and enhances the supportive skills set and knowledge base of family, support systems, and community in order to maximize the wellness, recovery, and development of independence.
13. Provides therapeutic, counseling interventions utilizing various treatment modalities including brief counseling and group intervention to address behaviors, barriers, or to enhance motivation relative to recovery and achievement of health, wellness, and person centered goals.
14. Engages in system transformation efforts with designated community partners to ensure collaborative partnerships capable of responding to the mental health needs of persons in the community.
15. Maintains complete and detailed case records consistent with Michigan Department of Health & Human Services (MDHHS) standards, agency procedures, and requirements of third party funding sources.
16. Enhances community understanding and acceptance of the mentally ill and promotes mental wellness by community presentations to civic and community agencies, and other interested groups.
17. Collaborates and consults with professional peers as appropriate and within the Mental Health Code guidelines, to meet the needs of the population served. Contacts community systems such as the Department of Health & Human Services, the Mid-Michigan District Health Department, project Find, local schools, physicians or members of the legal system to coordinate client services, advocate regarding client's rights, population health, and to make referrals.
18. Maintains current understanding of the array of mental health services available to persons in the community.

19. Ensures that clinical documentation regarding clients is kept secure and confidential and maintained consistent with MDHHS, MCN policies and procedures, or those of funding source.
20. Collects clinical and other data related to services delivered as need to comply with MDHHS, MCN, or funding source.
21. Complies with recipient rights reporting requirements established by the Michigan Mental Health Code and procedures of MCN.
22. Serves as part of an after hours emergency services team providing 24-hour crisis intervention to Montcalm County residents.
23. Must participate in between 16 to 24 hours of annual training related to the treatment of the population served.
24. This position will be knowledgeable about and actively support: 1) culturally competent recovery based practices; 2) person centered planning as a shared decision making process with the individual, who defines his/her life goals and is assisted in developing a unique path toward those goals; and, 3) a trauma informed culture of safety to aid consumers in the recovery process.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: Possession of a Master's Degree in Psychology, Social Work, Counseling or related field.

Experience: One year of experience in a mental health agency. Experience and training in one or more of the identified Specialty population children with SED, persons with DD, adults with SMI, the elderly, persons with co-occurring substance use disorders or complex medical conditions.

Other Requirements: Licensure or limited licensure as a Social Worker, Counselor, Limited License Psychologist by the State of Michigan. Must be a Qualified Mental Health Professional and Qualified Children's Mental Health Professional or supervised by an individual with this credential.

Possession of a valid State of Michigan driver's license and chauffer's license.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements.*

Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:

- Ability to operate an automobile.
- Bends and stoops to access files to place and retrieve documents.
- Ability to enter and retrieve data in a computer.

Working Conditions: Stressful conditions are regularly encountered. These include interactions with mental health consumers, and with community representatives and staff who are experiencing or dealing with crisis situations. It also may include rapidly altering work assignments as directed or required, etc. Work hours and schedules may vary and may include overtime, and evening, weekend and holiday hours on-call or other hours that are outside of regular work hours.

Attachment for School Based Position

- a. Provide services over a 10-months work period beginning start of school year (approximately August 15th) through the end of school year (approximately June 15th).
- b. Provide services face to face in school, make homebased contacts, and provide telehealth (video or phone) in accordance with current school safety guidelines.
- c. Actively participate on school-based team(s) including MTSS Teams, Community of Care, and others as assigned, to support effective school-community collaboration.
- d. Engage in professional development and trainings as identified by the MAISD.
- e. Provide mental health professional development to school personnel.
- f. Provide psychoeducation on mental health and social emotional learning to students and family/caregivers. This may include groups, individual sessions, or written materials.
- g. Assist in selecting universal screening tools, developing screening process, and implementing mental health screening.
- h. Provide group interventions as part of a Multi-Tiered System of Support (MTSS) and social-emotional learning curriculum.
- i. Provide time-limited individual therapeutic intervention to students as part of a MTSS for the purpose of enhancing emotional regulation, coping skills, and learning to manage behaviors that impact school functioning. If brief intervention (approximately 3-5 sessions) does not resolve the concern, students will be connected to group or community-based interventions.
- j. Connect students to community based mental health and psychiatric services when medically necessary and ensure no duplication of services is occurring.
- k. Act as a liaison between the school and other community- based providers who are delivering intensive services (such as Wraparound, Home Based, and Targeted Case Management).
- l. Coordinate and facilitate crisis response for individual students as needed. This may include providing pre-screening for inpatient care in accordance with MCN practices.
- m. Participate in processes to ensure fidelity to chosen social-emotional interventions.
- n. Assist in collection and report data that documents program and intervention impact on students' psychosocial and academic functioning.
- o. Aligns vacation time with school districts Spring and Winter breaks.