

MONTCALM CARE NETWORK

Outreach Connections Specialist

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

Pay Range: 41,027-54,702

Licensure: Bachelor's Degree

Status: Hourly, Non-Exempt

General Summary

Under the supervision of the Outreach Services Manager 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 and developmental disability, and decrease the stigma of accessing necessary care. Services are often 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. Develops relationships with community partner agencies to identify underserved populations of persons with severe persistent mental illnesses, serious emotional disturbances, developmental disabilities and co-occurring disorders and promotes access to care.
2. Engages with community partners to develop initiatives and to organize community events in the areas of anti-stigma, wellness, recovery, mental health and trauma-informed care.
3. Maintains comprehensive knowledge of community resources.
4. Enhances community understanding and acceptance of the mentally ill and promotes mental wellness by providing trainings on mental health, wellness, recovery, and trauma informed care to civic and community agencies, and other interested groups.
5. Participates and provides staffing support to community collaborative groups such as Trauma Champions and Community of Care.
6. Writes articles and develops marketing materials to promote anti-stigma, recovery, wellness and trauma informed care.
7. Seeks grant funding opportunities and maintains reporting requirements as required by

funding sources.

8. Maintains Michigan Department of Health and Human Services standards, agency procedures, and requirements of third party funding sources.
9. Ensures that clinical documentation regarding clients is kept secure and confidential.
18. Complies with recipient rights reporting requirements established by the Mental Health Code and procedures of Montcalm Care Network.
20. Participate in between 16 to 24 hours of annual training related to the population served.
21. 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 Bachelor's Degree in field of Human Services or relevant field.

Experience: Experience working within the mental health or healthcare field preferred.

Other Requirements: High proficiency in writing skills and ability to present information in a group setting.

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 lift 10 pounds and to bend and stoop to access office files.
- Ability to operate a computer.
- Ability to travel to all service locations necessary. Including overnight stays when required.
- Physical ability and stamina to manage community based contacts, driving and tolerance for exposure to inclement weather.
- Walks over uneven terrain and climbs stairs at various locations throughout the area.

Working Conditions: Able to work a flexible schedule, including weekends and evenings as

necessary, to meet the needs of consumers, the agency and MSHN. Works in various locations and travels to attend interviews. Maintain a valid driver's license and driving record that meets agency requirements.