JOB DESCRIPTION

Mental Health Support Specialist

FLSA Status: Exempt, Full-Time
Reports To: Director of Urban Services

Position Summary

Primary responsibilities for the Mental Health Support Specialist are to provide individualized support to individuals, couples and/or families participating in Public Strategies (PS) or partnered programs such as Work Ready Oklahoma (WRO) and Family Expectations (FE). Public Strategies’ Urban Services division includes a variety of projects and programs centered on primary and secondary education reform, behavioral and mental health, workforce development, character development and relationship education, neighborhood redevelopment and economic revitalization.

The Mental Health Support Specialist will work with team members and community partners to organize and systemize the delivery of appropriate mental health consultations, services, and referrals. This position will work with a variety of populations including low income, minority and disadvantaged individuals and families, new parents and expecting couples, veterans, the historically unemployed and/or underemployed, individuals with a criminal background including those re-entering society from incarceration, low skilled or wage workers and the long-term unemployed.

Essential Job Functions

- Offer individualized assistance and support with minimum supervision, assessing clients’ needs and identify and reducing barriers through case management principles
- Provide assessment, evaluation, service planning and timely indication on subsequent documentation of clients and/or situations
- Coordinate, participate and provide assistance within the continued development of crisis intervention and outreach services as identified by the individual need of clients and/or situations, upon assessment
- Cross program collaboration to develop content, identify needs and facilitate group workshops on topics such as emotional development, family relations, stress management and depression associated with job loss/unemployment and other special topics related to marriage, families and work/life balance
- Assist staff with developing appropriate screening tools and consult and train staff to administer tools, ensuring adequate training for staff in behavioral and motivational interviewing techniques as needed
- Participate in any/all required trainings related to programs, services and/or subject matter
- Participate in local Mental Health associations and groups to inform program development and tailor services
- Ensure all Mental Health resources are updated and accessible to program staff
- Foster relationships with service providers in the community and maintain a centralized resource list in order to provide information and referrals to staff and clients
- Facilitate external referrals to access services by making initial contact on behalf of staff or clients and ensuring follow-up to program information and/or access to resources, as needed
- Meet regularly with the WRO and FE teams to discuss client strengths, needs, and programmatic development and provide recommendations to programs for best practices
- Maintain a paper file and electronic records, documenting all interactions and referrals and entering data according to program guidelines
- Act as a subject matter expert and advisory resource to program staff
- Other duties as assigned

**Education/Training**
- Master’s degree in Sociology, Social Work, Marriage and Family Studies, Psychology or equivalent, required
- Licensed Mental Health Professional (LMHP) in the state of Oklahoma able to provide behavioral and mental health services required

**Experience**
- Three years of experience in social services and knowledge of community resources, required

**Special Requirements**
- Ability to attain and maintain Case Management Certification, required
- Ability to work a flexible schedule, including some week nights and weekends
- Willing to make home and/or field visits
- Willing to become a trained mediator through the Early Settlement Program and conduct a minimum of 10 hours of mediation a year with approved agencies

**Essential Physical Requirements**
Sufficient mobility and strength to move about the facility. Ability to be mobile throughout the community.

- Light lifting (<20 lbs.)
- Moderate lifting (20-50 lbs.)
- Heavy lifting (>50 lbs.)
- Sitting (for sustained periods of time)
- Walking (moving about on foot to accomplish tasks)
- Repetitive motion (sustained movements/motions of the wrists, hand and/or fingers)
- Standing
- Bending
- Reaching (extending hand(s) and arm(s) in any direction)
- Pushing/pulling
- Driving
- Hearing
- Mental requirements, specify: listening to couples issues, domestic violence, child protective issues
- Exposed to hazards, specify:
- Others, specify:

  \[ C = \text{constant (}> 50\%) \quad F = \text{frequent (25\%-50\%)} \quad O = \text{occasional (1\%-25\%)} \quad N = \text{never (0\%)} \]

☐ I am able to perform all functions of the job as explained on the job description. At this time I do not require any special accommodations to perform the essential functions of this job.
☐ I am unable to perform the functions of this job and will need to request a reasonable accommodation with Human Resources.

Effective Date ____/____/____

Print Name___________________________

Approval Signatures

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<td>Supervisor</td>
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The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.