

## Job Description

<b>TITLE</b> <b>Mental Health Specialist</b>	<b>REPORTS TO:</b> <b>Program Director</b>
<b>PROGRAM/DEPT:</b> <b>Mobile Mental Health Program II (MMHP II)</b>	<b>DIVISION:</b> <b>Health Care Division</b>
Supervises:  No one.	
<b>EXEMPTION STATUS:</b>	<b>CREATION/REVISION DATE:</b> <b>November 21, 2006</b>

### POSITION DESCRIPTION

The Mental Health Specialist is an integral member of the Mobile Mental Health Program II Team in the Health Care Division at Harlem United, who provides the duties listed below. The Mental Health Specialist must be able to work well in a team oriented environment within a harm reduction service delivery model and have experience working with persons living with HIV/AIDS, who are experiencing mental illness, substance abuse issues, and addiction/compulsive issues.

### ESSENTIAL JOB FUNCTIONS

The following duties are mandatory requirements of the job:

- Provides home and center based mental health and substance use services using individual, couple, family, and group counseling treatment modalities.
- Provides crisis intervention.
- Conducts counseling around medication management, treatment adherence, and risk-reduction education.
- Assists in the development and facilitates substance abuse and mental health psychoeducational groups.
- Develops treatment plans for each client (whether in individual or in group counseling).
- Works with the identified client's case manager at Harlem United in order to ensure optimal treatment.
- Coordinates all client and individual family member's care needs.
- Provides monitoring and follow-up of all referrals and support to prevent relapse and reduce harm.
- Keeps administrative supervisor informed of day-to-day activities and significant conditions that may impact upon agency operation and program goals.
- Participates in weekly administrative program meetings.

- Prepares and participates in team clinical case conferences (often held weekly by the Clinical Director).
- Prepares and participates in weekly individual clinical supervision.
- Participates in departmental and agency-wide meetings.
- Maintains clinical case records and documents for all services provided in a timely manner, for example, progress notes are placed in the client's chart within 24 hours after a session is completed.
- Administers cross-sight evaluations.
- Required to assist in organizing, participating, and attending clients' retreat (usually held annual; sometimes on a weekend).
- Assist in developing and facilitating the Consumer Advisory Board (CAB)

#### OTHER RESPONSIBILITIES

The following duties are to be performed as assigned by the supervisor:

- Maybe requested to work out of the 9:00 AM to 5:00 PM traditional schedule in order to see clients.
- Attends trainings scheduled by the Program and Clinical Directors.
- Maybe required to work over time to provide crisis intervention to the individuals and/or families served by the program.
- Works closely with the data entry specialist in order to ensure that deliverables are recorded.
- Be available by phone (provided by Harlem United).
- Maintain and report any problems with equipment (e.g. laptop computer, cell phone, etc.) provided by Harlem United.
- Performs any other duties requested by the program and clinical directors.

#### EDUCATION AND CERTIFICATION

- At a minimum, a Master of Social Work (MSW) or a Master in Counseling Psychology (MA or MS).
- Three-to-five years of clinical and direct service provision.
- At least two years of work with minority communities, communities at risk, families affected by HIV/AIDS, mental illness, and substance abuse.
- Demonstrate didactic proficiency in individual counseling and with group facilitation.
- Have an above adequate knowledge of psychopathology and differential diagnoses using the DSM-IV-TR manual.

#### SPECIAL SKILLS AND KNOWLEDGE

In addition to the above-listed job responsibilities and educational requirements, the ideal candidate for this position possesses most or all of the following:

- Intermediate to advance knowledge and experience with Microsoft Word and Outlook.
- Bilingual (English-Spanish) counselor is desirable.