

**The Bert Nash Community Mental Health Center, Inc. (BNC)**

**POSITIONS DESCRIPTION**

Employee's Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ CMHC Integration Consultant \_\_\_\_\_

Position Status: \_\_\_\_\_ Exempt/Salaried 1/4-time \_\_\_\_\_

Effective Date: \_\_\_\_\_ June 1, 2007 \_\_\_\_\_

A. Responsibilities and Duties: The primary responsibility of the CMHC Integration Consultant is to act as a liaison, consultant, and key team member for working with Integration Partners for the purpose of: leading BNC agency change efforts; creating readiness and motivation for collaboration; and developing procedures, protocols and/or program changes to support effective linkages. Specific responsibilities and duties include:

1. Work closely with the Grant Project Director and Partners to achieve grant goals;
2. Publicize goals and purpose of grant so they're visible and well-known; assist teams in understanding BNC's role and individual's roles in achieving those goals, and the benefits to agency, staff, clients, and community.
3. Help disseminate project information and progress to CFS teams.
4. Maintain visibility with designated district partner and provide consultation to school counselors, social workers, and psychologists at their request;
5. Provide consultation to CFS team staff regarding service provision, resource acquisition, coordination of services, assessment, goal setting, use of school/JJA/CMHC/family strengths, or other areas of concern;
6. Gather data to be used at planning meetings and for grant reports (includes resource mapping, staff surveys, etc.).
7. Attend all Partner planning meetings (approx. every other week) and internal Integration team meetings for the purpose of:
  - a. developing/refining Mental Health Center procedures and services aimed at assisting Districts and JJA staff recognize, intervene, and refer mental health issues;
  - b. developing procedures and protocol for linkages between schools and CMHC for consultation, referrals, and/or other services
  - c. developing procedures and protocol for linkages to juvenile justice system for the purpose of transitioning clients/students
  - d. evaluating and refining crisis response plans in context with these linkages
  - e. bringing in and evaluating data gathered and input from BNC staff (surveys, etc.)
  - f. developing messages and procedures for publicizing grant goals and progress
  - g. providing data and input about the types of trainings that will be helpful both to mental health staff and educational staff to achieve grant goals
  - h. periodically evaluating our progress toward meeting grant goals
  - i. making recommendations to the Center about the protocols, linkages, and services to be included in the Final Interagency Agreement.
8. Attend all trainings and in-service opportunities provided through the grant

9. Publicize and encourage attendance of relevant staff to the various training opportunities developed and provided through the grant.
10. Invite and ensure that parents and other community members participate in appropriate planning meetings to achieve community support and ecological procedures.
11. Help advocate solutions to any barriers that may arise in meeting grant goals.
12. Other consultation duties as arise in the context of reaching our goals.

B. Accountability: The CMHC Integration Consultant is accountable to the Community Systems Integration Coordinator for this ¼-time position. Productivity requirements will be modified by 25%, replaced by reports and meeting/training participation. The Community Systems Integration Coordinator will, no less than annually, complete a performance evaluation in compliance with personnel policies as part of the employee's yearly performance evaluation.

C. Qualifications: the CMHC Integration Consultant position requires:

1. A CFS case manager or QMHP employed by Bert Nash CMHC
2. experience in working with a multi-disciplinary team
3. experience in therapeutic interventions with children and families
4. experience in working with school personnel and/or in school settings
5. experience with creating and positively supporting / maintaining systems change
6. computer experience and basic computer fluency
7. an ability to work independently and in cooperation with others
8. strong organizational skills
9. strong oral and written communication skills
10. strong interpersonal skills in working with diverse populations
11. flexibility in assigned work hours
12. a commitment to public health approaches, community collaboration, and client empowerment
13. an energetic and positive approach to the rapidly evolving changes and challenges of a complex work place.

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**Employee's Signature**

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**Date**

Approved by:

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Chief Operations Officer

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Date