



Position Title: Mental Health Coordinator
Position Status: Salaried/Exempt
Reports To: Executive Director

Position Summary:

To provide crisis counseling, mental health assessment, ongoing trauma focused treatment and referral as necessary for RBRC clients and their non-offending a family members. Assists in identifying needs of a family and coordinates with Family Advocates to enhance family's access to community resources and ongoing supports as needed.

Essential Responsibilities:

- While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close and mid-range vision.
- Schedules, coordinates and administers standardized mental health assessments of child/adolescent/vulnerable adult abuse victims who have been referred to RBRC.
- Meet with referred caregivers following the forensic interview appointment to discuss treatment options & explain the intervention process;
- Provide on-site clinical services for child victims of abuse and neglect and their non-offending family members
- Inputs and maintains data on mental health services and referrals provided in NCAtrak.
- Participates in case review and provides verbal updates pertaining to mental health for case review information with multi-disciplinary team members
- Remains current on research involving trauma focused mental health treatment.
- Participates in monthly mental health consult groups and provides leadership, feedback and support to a local team mental health therapists.
- Consults with members of a multi-disciplinary team as requested or deemed necessary
- Provides community education and awareness about child abuse and evidenced based mental health treatment.
- Performs other related duties as assigned.

Minimum Requirements:

- Master's Degree in social services or other related field required. License Professional Counselor or Licensed Clinical Social Worker preferred.
- 3-5 years experience working in a multi-disciplinary environment with Child Protective Services, Law Enforcement, and other human services related disciplines

- Ability to communicate effectively with children and adolescents, ranging in ages 2 through 17, in order to solicit sensitive case information pertaining to abuse and/or witness accounts of abuse
- Academic training or practical experience in and knowledge of developmental stages of children and the dynamics and effects of intra and extra familial child abuse
- Familiarity with and a disposition toward the multi-disciplinary team approach regarding the investigation and prosecution of child abuse cases
- Ability to testify effectively in civil, criminal proceedings and depositions
- Ability to communicate effectively in writing and orally to a variety of individuals and groups
- Experience with public speaking and conducting and leading meetings
- Proficient in Microsoft Word, Publisher, Excel and PowerPoint

Employee Acknowledgement:

I have read and understand the duties and responsibilities as outlined in this job description.

Print Name

Signature

Date