**MENTAL HEALTH SUPPORT SPECIALIST**

**POSITION PURPOSE (DEFINITION)**

Under general supervision provides support to children, youth and families in a variety of settings including home, school, and community; provides 1:1 behavior coaching in a home, school or community setting; provides referral and linkage to community resources; provides parent education and support as directed; performs related work as assigned.

**ESSENTIAL DUTIES**

* Provides a variety of services as outlined in a child or youth’s Individual Educational Plan or Mental Health Treatment Plan; may participate in the development of such plan.
* Provides 1:1 behavioral interventions for children and youth in home, school and community settings
* Provides time-structuring activities, appropriate time out strategies, and immediate behavioral reinforcements.
* Provides cognitive behavioral approaches, such as cognitive restructuring, use of hierarchies, and graduated exposure.
* Assists the child/youth to engage in, or remain engaged in, appropriate activities.
* Assists in developing the child or youth’s ability to sustain self-directed appropriate behavior, internalize a sense of social responsibility, and/or enable participation proactively in community activities.
* Assists, teaches, and mentors the child, youth and family in order to meet the child or youth’s needs in the following areas: daily living skills, social skills, grooming and personal hygiene skills, medication compliance, and support resources.
* Encourages, teaches, and mentors recreational and leisure activities within the family to support the child or youth’s growth and development; fosters social skills to enable the child or youth to maintain healthy peer relationships.
* Monitors, supports, and assists the child, youth and family on a regular basis in developing and maintaining the skills required to achieve self-sufficiency; arranges for money management and educational, socialization, parenting skills, rehabilitation, health and other social services in order to meet the child or youth’s needs.
* Teaches, demonstrates, and reinforces positive parenting techniques on an individual or group basis to improve the child or youth’s functioning in the home, at school, and in the community.
* Ensures safety of child or youth at all times during the provision of services.
* Links the child, youth or family to needed medical, educational, social, prevocational, vocational, and rehabilitative resources and other needed community resources; may provide transportation for children, youth or family members on a limited basis.
* Accurately and efficiently documents all work performed using templates as provided by Changing Tides Family Services; submits billing documentation in accordance with administrative directions
* Participates in required professional development activities, which may include individual supervision and group supervision
* Coordinates work with other professionals and para-professionals who are serving the student/client
* Maintains contemporary knowledge of evidence based practices and best practices
* Demonstrates sensitivity in working with children, youth and, their families, and other professionals who may come from diverse cultures
* Maintains confidentiality of information and ensures appropriate releases of information are on file prior to sharing information; adheres to HIPAA regulations for services which meet the standard of medical necessity
* Efficiently uses a personal computer, laptop, or other electronic equipment and electronic software supplied by Changing Tides Family Services. Demonstrates ability to prepare progress notes and other documentation in Word
* Participates at community events, meetings, and activities which support Changing Tides Family Services to achieve its goals
* May be assigned to research various mental health topics; makes reports as assigned
* Exercises sound independent judgment and takes appropriate action
* Applies home visiting best practices when in the field
* Meets any productivity standard which may be assigned
* Participates in quality assurance activities which may include peer reviews
* Immediately communicates to Clinical Services Director and Family Empowerment Services Director any instances of unusual incidents; submits reports as required
* Reports suspected cases of child abuse and elder abuse in accordance with mandated reporting requirements
* Operates under the clinical direction of the Clinical Services Director
* Complies with Changing Tides Family Services Personnel Polices and other formal Changing Tides Family Services guidelines and policies

**QUALIFICATIONS**

**Education and Experience**

Requires:

* Bachelor’s Degree in psychology, social work, child development or related field,
* Two years work experience with children, youth and families
* An Associate of Arts Degree in one of the above fields and four years of work experience will be considered

**ADDITIONAL REQUIREMENTS**

* Must complete 16 hours of Pro-ACT training within six months of hire
* Must be able to pass a criminal history fingerprint clearance at the DOJ and FBI level
* Must possess a valid California driver’s license, current automobile insurance, and a vehicle for work
* Ability to work a varied schedule including evenings, weekends, and early mornings
* Ability to meet with students/clients and/or their families in a variety of settings throughout Humboldt County, such as school sites, in homes, at family resource centers, at community locations