

**City of San Rafael
Job Class Specification**

Job Title: Mental Health Liaison

SUMMARY

The Mental Health Liaison will, under general direction of an assigned member of the Police management team, serve as liaison between the City's street population, social service providers, law enforcement agencies, and the community at large; and will facilitate the coordination of services, clinical programming, and community problem-solving; as well as perform other duties as assigned.

This position is distinguished by the significant level of responsibility assumed, the complexity of duties, and the level of independence expected. This position may exercise clinical and functional supervision over mental health interns.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list is intended to be illustrative and does not represent an exhaustive list of duties and responsibilities. Incumbents may not perform all duties and responsibilities listed. Other duties may be assigned.

- Provides clinical supervision to interns who are performing mental health assessment, counseling, and case management services;
- Provide direct crisis intervention and case management services to homeless individuals;
- Identifies emerging trends related to homelessness;
- Serves as a liaison between law enforcement agencies, school administrations, County health and human services, and other social service providers;
- Provides counseling to homeless individuals; assesses, develops and implements intervention plans; prepares and reviews case reports;
- Responds to emergency call-outs from operations personnel to provide services; identifies high risk clients and utilizes community service resources; develops and implements prevention and intervention program approaches;
- Provides support and guidance to law enforcement and other City staff concerning relevant issues; gathers and analyzes statistical data; may assist with budget development;
- Coordinates community service resources and clinical activities with those of other City departments, public agencies and non-profit organizations; prepares case reports and makes recommendations as appropriate; investigates and resolve complaints;
- Prepares and presents reports and other documents; participates on community boards; facilitates community education on current procedures and practices involving prevention and intervention strategies; serves as a resource to specialized community service functions.
- Participates in the development and implementation of goals, objectives, policies and procedures for assigned functions; coordinates the work plan for assigned programs and functions; works with assigned staff to identify and resolve problems;
- Attends and participates in professional group meetings to stay abreast of new trends and innovations in assigned areas;
- Develops and maintains working relationships with peers, subordinates, civic groups, social service agencies, the general public and other agencies; represents the Police department and City effectively.

Knowledge of:

- Current clinical methods of diagnosis and treatment;
- Principles and practices of advocacy, community oriented policing and intervention methods;
- A range of community social services;
- Principles and practices of clinical supervision;
- Appropriate techniques for safe-keeping and using confidential and sensitive information;
- Methods of case management and documentation;
- Techniques of outreach and engagement with street populations;
- Pertinent Federal, State and local laws, rules, codes, policies and procedures;
- Principles and practices of leadership and motivation.

Ability to:

- Establish effective working relationships with street populations;
- Analyze situations accurately and take appropriate action;
- Be innovative and creative in addressing community issues;
- Communicate clearly and concisely, both orally and in writing;
- Provide appropriate referrals to social service agencies;
- Interview a variety of people in often-stressful situations involving clients with diverse socio-economic backgrounds, temperaments, and mental capabilities;
- Respond appropriately in crisis situations; work in a law enforcement team/unit;
- Use standard office automation tools and data systems.
- Work effectively in a team environment; negotiate and resolve disagreements;
- Ability to work as part of a collaborative team.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Equivalent to a Master's degree from an accredited college or university with major course work in social work, psychology, counseling or a closely related field AND Three (3) years of professional experience in mental health or social work, one (1) year of which should involve experience focused on homeless populations and services. Experience working with a law enforcement agency is desirable. Supervisory experience is also desirable.

CERTIFICATES, LICENSES, REGISTRATIONS:

Special Requirement: Valid CA driver's license. Possession of a Marriage Family Therapist (MFT) License, Licensed Clinical Social Worker (LCSW) credential, or equivalent California State License is required.

LANGUAGE SKILLS:

Ability to read and interpret documents such as rules, operating and maintenance instructions and procedure manuals. Ability to prepare clear and comprehensive written reports and correspondence. Ability to communicate effectively, both verbally and in writing. Bi-Lingual (Spanish) capability is desirable.

MATHEMATICAL SKILLS:

Ability to calculate figures and basic statistics such as ratios and percentages.

REASONING ABILITY:

Ability to deal with problems involving several variables in a given situations. Ability to interpret, integrate and effectively apply a variety of instructions and knowledge.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel or crouch; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation. The employee may regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Employee must possess sufficient hearing to hear conversations in person and on the telephone; and ability to speak in an understandable voice with sufficient volume to be heard in normal conversation and on the telephone, and in addressing groups; must possess the ability to maintain attentiveness and concentration and to respond to urgent matters and emergency situations.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions and regularly works in inside environmental conditions. The employee may occasionally work odd and irregular hours, including nights, weekends, and holidays; and is required to travel within the community to schools, meetings, and related events. The employee is occasionally exposed to pathogens and biohazards in environments such as homeless encampments and may encounter potentially dangerous areas accompanying sworn personnel; offensive odors and occasional high noise levels may also be encountered

Successful completion of a comprehensive background prior to appointment is required.

FLSA Status:	Non-Exempt
Prepared By:	Regional Government Services
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