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## JOB DESCRIPTION

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**CLASSIFICATION:** Non Exempt

**POSITION TITLE:** Homeless Outreach Mental Health Specialist

**PROGRAM NAME/  
LOCATION:** HOAP  
694 Church St SE

**EMPLOYMENT STATUS:** Full Time

**SUPERVISOR:** Mental Health Services Project Director

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### FUNCTION:

To assist homeless clients with information, referral, advocacy, transportation, case management, housing, and counseling to support clients in the stabilization process.

### SUPERVISORY DUTIES:

None.

### GENERAL DUTIES:

- 1 Performs duties assigned by the Supervisor.
- 2 Meets established timelines.
- 3 Meets established attendance criteria and starts work promptly.
- 4 Knows and consistently implements all approved policies, protocols and procedures.
- 5 Regularly supports compliance and accreditation efforts as assigned including, but not limited to OSHA, Joint Commission and HIPAA and Behavioral Healthcare Network.
- 6 Consistently supports the organization's mission as defined by the Board of Directors and the Executive Director.
- 7 Participates in required meetings and events.
- 8 With the immediate supervisor, sets and achieves annual goals for job performance improvement.

- 9 Monitors the entire work environment, ensuring the entire facility, indoors and outdoors, is kept as clean and orderly as possible.
- 10 Effectively participates as a member of the team and promotes teamwork.
- 11 Consistently demonstrates good use of time and resources.
- 12 Consistently interacts with clients and staff in a professional manner that reflects favorably on the organization and that is conducive to high productivity.

**SPECIFIC DUTIES: (The first five are Core Competencies)**

- 1 Conduct intakes and dual diagnosis screens.
- 2 Provides short term individual problem solving and counseling.
- 3 Completes mental health assessments on assigned cases for HOAP Program.
- 4 Provides follow-up services to homeless clients served by the West Salem Clinic.
- 5 Will perform screenings for clients utilizing the health care van to West Salem Clinic.
- 6 Completes paperwork in an accurate and timely manner
- 7 Provide follow up and support services to HOAP clients in residential placements.
- 8 Support intake and assessment activities as needed at West Salem Clinic Mental Health.
- 9 Provide information, referral, and advocacy to homeless clients.
- 10 Provide service coordination with other agencies.
- 11 Provide outreach and education to the community about HOAP.
- 12 Demonstrates awareness of co-occurring disorders and how that impacts interaction.
- 13 Establishes rapport, systematically gathers data, determines the client's readiness for treatment and change, and applies accepted criteria for diagnosis of substance abuse disorders.
- 14 Screens for psychoactive substance toxicity, intoxication, withdrawal symptoms, aggression or danger to others, potential for self-inflicted harm or suicide, and coexisting behavioral health problems.
- 15 Analyzes and interprets all relevant data to determine treatment recommendations and priorities.
- 16 Demonstrates knowledge of and adherence to accepted ethical and behavioral standards of conduct and continuing professional development.

**QUALIFICATIONS:**

- 1 Master's degree in Mental Health, Psychology, Social Work or related Behavioral Health field.

- 2 Experience and proficiency in diagnosis and use of DSM IV
- 3 Knowledge of community resources and support systems.
- 4 Valid Oregon Driver's License and proof of automobile insurance.
- 5 Must have vehicle that can be used for work.
- 6 Must possess working knowledge of computer applications.

**PHYSICAL ACTIVITIES AND REQUIREMENTS OF POSITION:**

- 1 The physical activity of this position may include: sitting, stooping, kneeling, crouching, reaching, standing, walking, picking, pinching, typing, and lifting.
- 2 The worker is subject to both inside and outside environmental changes.
- 3 Light work, Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects.

**HAZARDS OF POSITION:**

- 1 The worker is exposed to infectious diseases.
- 2 The worker is exposed to unpredictable behavior.
- 3 TB testing - high risk
- 4 Hepatitis B testing - high risk