



JOB DESCRIPTION

CLASSIFICATION:	Practicum Student/Intern/Volunteer
POSITION TITLE:	MH Outreach / Case Mgmt. Volunteer for the Deaf
PROGRAM NAME/ LOCATION:	West Salem Clinic Mental Health 1245 Edgewater Street NW
EMPLOYMENT STATUS:	Volunteer
SUPERVISOR:	Mental Health Clinical Supervisor / MH Counselor

FUNCTION:

Provide supportive services, case management, and advocacy to the Deaf, Hard of Hearing and Late Deafened clients, under the supervision of the Mental Health Clinical Supervisor/MH Counselor or Mental Health Counselor/Case Manager for the Deaf as delegated.

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
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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 Provides mental health supporting services and outreach to individuals, couples, families, and groups under the supervision of the Mental Health Clinical Supervisor/MH Counselor or Mental Health Counselor/Case Manager for the Deaf as delegated.
- 2 Makes collateral and community contacts on behalf of clients under the supervision of the Mental Health Clinical Supervisor/MH Counselor or Mental Health Counselor/Case Manager for the Deaf as delegated.
- 3 Provides information, screening, referral, and advocacy services to all who request them, under the supervision of the Mental Health Clinical Supervisor/MH Counselor or Mental Health Counselor/Case Manager for the Deaf as delegated.
- 4 Keeps accurate records and data in accord with the agency policy.
- 5 Volunteer must be able to communicate in a positive and effective way and be sensitive to any language barrier with clients and staff.
- 6 Maintains confidentiality.
- 7 Establishes rapport, systematically gathers data, determines the client's readiness for treatment and change, and applies accepted criteria for diagnosis of substance abuse disorders.
- 8 Demonstrates knowledge of and adherence to accepted ethical and behavioral standards of conduct and continuing professional development.

QUALIFICATIONS:

- 1 Enrollment or completion of a Bachelors level education in a behavioral health field as a minimum.
- 2 Volunteer should be familiar with the deaf community.
- 3 Willingness to work with mentally or emotionally disturbed persons who are deaf.
- 4 Fluent in American Sign Language (ASL).
- 5 A vehicle which can be used for work.
- 6 Valid state driver's license and proof of automobile insurance.

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 inside environmental conditions.
- 3 Light work, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or negligible amount of force frequently and/or a negligible amount of force constantly to move objects.

HAZARDS OF POSITION:

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