



JOB TITLE: APG Young Adult Mental Health Specialist

DEPARTMENT: Program Services

REPORTS TO: Director of SUD

Statement of Duties

Duffy Health Center is a patient-centered medical home and every role requires functioning effectively using a team-based approach. The Young Adult Mental Health Specialist will be a part of the Alternative Peer Group Model, a peer community where adolescents feel welcomed, respected and safe as they build internal and external resources to initiate and maintain recovery from alcohol and drug related issues. The program mission is to keep adolescents healthy, productive, and safe by providing a peer group for young people on the road to recovery. The Young Adult Mental Health Specialist will be part of identifying potential participants for the program, acting as a resource and mentor for patients, attending group meetings, and add an additional prospective to the APG multidisciplinary team. This position is deemed non-essential* in the DHC Emergency Operations Plan.

Position functions

The statements contained in this job description reflect general details, as necessary, to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties, as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the workload.

1. Develop and maintain relationships with APG participants focused on building supportive relationship as well as supporting academic growth (help with homework, help with groups)
2. Co-facilitate groups with the APG Therapist, as well as Recovery Coach
3. Support in the construction and planning of group programming with the support of the Program Supervisor and Licensed Therapist
4. Serve as a resource for new participants which includes encouraging attendance to the APG sessions as well as providing meaningful engagement. Attend group meetings and serve as a positive role model



5. Participate in training, programs and activities
6. Comply with departmental, regulatory and contract requirements for documentation recording, and data collection. Review all documentation for patient encounters, ensuring resource efforts, interventions and notes are included and filed appropriately in the EMR.
7. Attend grants management meetings, management team meetings, as well as additional Duffy Health Center and community meetings, as assigned by the APG Program Supervisor and/or DSUDS.
8. Assure all client records are kept in compliance with Duffy Health Center policies.
9. Participate in providing community outreach, education and marketing to provide awareness and education to other community organizations and treatment providers
10. Assist the clinician in observing and assessing overall family/child functioning in the context of trauma informed care and strengths-based training
11. Strategize with youth in developing effective communication strategies to utilize with their family, school, peers, and community
12. Support the youth in developing strategies for self-care
13. Other duties as assigned.

Recommended Minimum Qualifications

Minimum Education and Experience

A candidate for this position must have a minimum of a High School Diploma or educational equivalent, bachelor's degree preferred. Lived experience with substance use disorder preferred. For applicants with lived experience with substance use disorder, 2 years of sustained and uninterrupted recovery at time of hire; 3-5 years of sustained and uninterrupted recovery preferred. A valid driver's license is required.

Requirements under the DHC Emergency Operations Plan

During a declared Emergency, staff deemed as Essential Personnel are expected to work onsite at Duffy Health Center and Non-Essential Personnel are expected to work remotely. This position is Non-Essential and therefore this position may be expected to work remotely' during a declared emergency.



Knowledge, Skills, and Abilities

A candidate for this position should have the following:

Knowledge of:

- Substance Use and Mental Health Disorders
- Adolescent treatment programs as well as community resources
- Working with adolescents through peer relationships
- Medication for Opioid Use Disorder (MOUD)
- HIPAA regulations

Skill in:

Verbal communication with colleagues, clients, and families. Effective documentation of client encounters

And ability to:

- Commit to the philosophy and mission of Duffy Health Center which serves the homeless and at-risk population, and to the team-based approach as part of PCMH
- Work collaboratively with treatment team in support of evidence-based services to patients with SUD
- Maintain confidentiality of information shared and reviewed
- Interact effectively with adolescents experiencing a SUD
- Effectively support in CPI trained de-escalation strategies for escalated participants within the APG program.

Accountability

The nature of work means that errors can be easily detected, usually by the employee. Consequences of errors, missed deadlines, or poor judgment may result in minor confusion, involving minimal time and expense for correction, such as taking blood pressure, data entry or failure to follow established procedures.

Judgment

Well defined or detailed rules, instructions and procedures cover all aspects of work. Judgment involves choosing the appropriate practices, procedures, regulations, or guidelines to apply in each case.

Complexity

The work consists of simple, routine, or repetitive tasks and/or operations with few variations in established procedures.

Supervision Required

Under direct supervision, where clear, detailed, and specific instructions govern the work or are explained with each assignment. The employee works as instructed and consults with the supervisor as needed on all matters not specifically covered in the guidelines or instructions. The supervisor maintains control by reviewing the work in progress or upon completion.

Nature and Purpose of Contacts

Relationships with co-workers and the general patient population involving frequent explanation, discussion or interpretation of practices, procedures, regulations, or guidelines in order to render service, plan, or coordinate work efforts, or resolve operating problems. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative, or uninformed persons.

Work Environment

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Physical Demands

Work requires some agility and physical strength, standing or walking most of the work period, or helping clients or patients move. Occasionally, work may require lifting heavy objects and carrying them (up to 30 lbs.). There may be needed to stretch and reach to retrieve materials.

**Motor Skills**

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, computer and/or most other office equipment, typing, filing, sorting, or operating a motor vehicle.

Occupational Risk

Duties of the job present little potential for injury. Risk exposure is similar to that found in typical office settings.

Confidentiality

Has access to some confidential information obtained during performance of regular position responsibilities, where the effect of any disclosure would probably be negligible or where the full significance of the overall confidential matter would not be apparent in the work performed.

Essential*

*Employees designated as “essential,” a standard Incident Command term used in Emergency Management, typically work on-site to provide direct clinical care or management of such.

Non-essential*

*Employees designated as “non-essential,” a standard Incident Command term used in Emergency Management, typically work off-site remotely to provide either clinical or administrative support to clinical operations.