



City of Irving Job Description

Mental Health Program Coordinator

FLSA Status:	Non-Exempt	Job Department:	Police
Job Code:	J065	Reports To (Job Title):	Deputy Police Chief

PURPOSE

The Mental Health Program Manager is a part time position that provides consulting services to analyze mental health service delivery needs and acts as a liaison between the police department's leadership, various community resources, and the Irving Behavioral Health Leadership Team. The Mental Health Program Manager seeks grant funding opportunities to support BHLT and crisis response team initiative, performs research on best practices, and makes recommendations for coordinating and implementing new initiatives and policies within the police department's behavioral health programs and crisis response team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Develop, implement, and monitor first responder mental health crisis programs to add and expand community behavioral health services as funding becomes available.
- Assist in developing Memoranda of Understanding (MOUs) as necessary.
- Identify training for professionals within the program.
- Seek ongoing grant funding to support program continuation and perform fiscal analysis of existing resources to identify resource reinvestment opportunities for program support or expansion.
- Provide literature and research regarding best practices.
- Support program and policy development.
- Serve as liaison between police department and Behavioral Health Leadership Team (BHLT).
- Schedule BHLT meetings and assist co-chairs with topics for meeting agenda.
- Identify, define, and provide input on issues, needs, and problems; propose solutions to the Behavioral Health Leadership Team.
- Represent the interest of the BHLT by developing cooperative working relationships with law enforcement agencies, probation, social services, advocacy organizations, mental health and substance abuse providers, and other agency and community partners.
- Recommend policies and procedures for the BHLT and provide information to the police department leadership regarding activities and progress of the BHLT.
- Coordinate quality improvement efforts on work for writing grants, developing behavioral health programs, and identifying resources to support BHLT initiatives.
- Establish and maintain effective working relationships with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

OTHER DUTIES AND RESPONSIBILITIES

- Prepare and deliver public presentations about the BHLT as requested.
- Perform other duties and responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

This position is responsible for identifying and applying for grant funding opportunities of varying amounts.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Master's Degree in Counseling, Social Work, Criminal Justice, Law Enforcement Administration, Public Administration, or a related field of study.

EXPERIENCE

- Two (2) years of experience as a licensed clinician; *or* two (2) years of experience supervising, managing, or implementing a law enforcement mental health crisis response team or other equivalent experience in the mental health field.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid, state-issued driver's license, or ability to obtain upon hire, is required.

KNOWLEDGE OF

- Law and Government: Laws, penal codes, court procedures, precedents, government regulations, administrative regulations regarding mental health services, and the democratic political process.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Mental Health and Community Resources: Local and regional mental health services providers, public and private grant funding opportunities, other organizations critical to the mission of coordinating community mental health services.

SKILLS AND ABILITIES IN

- Typing: Entering information using computer keyboard.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Research: Conducting research including design and measurement, sampling and survey, and data handling by the use of computers.
- Social Perceptiveness: Being aware of the reactions of others and understanding why they react the way they do.
- Service Orientation: Actively looking for ways to help people.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Speech Clarity: Speaking clearly so that it is understandable to a listener.
- Speech Recognition: Identifying and understanding the speech of another person.
- Oral Comprehension under Duress: Listening to and understanding information and ideas presented through spoken words and sentences in stressful situations.
- Oral Expression under Duress: Communicating information and ideas in speaking so others will understand in stressful situations.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Reading Comprehension: Reading and Interpreting documents.
- Problem Sensitivity: Understanding when something is wrong or likely to go wrong.
- Interviewing: Using oral language, social perceptiveness and reasoning skills simultaneously to elicit information.
- Multi-Tasking: Handling multiple tasks simultaneously.
- Written Expression: Communicating information and ideas in writing so others will understand.
- Interactive Presentation: Effectively presenting information to groups and responding to questions.
- Training and Direction: Effectively guiding and critiquing adult learners.
- Persuasion: Convincing others to approach things differently.
- Time Management: Managing time wisely to complete assignments on time.
- Self-Management: Working independently and with minimal supervision.

GUIDANCE RECEIVED

Priorities and Policies

Organizational priorities and policies, along with professional standards and best practices, guide decisions and direction or advice given to others. Typically makes recommendations to superiors after considering various alternatives. Proactively addresses needed changes to policies, methods and procedures and obtains approval.

CONTACTS

This position requires regular interaction with the public, police command staff, executive leadership on the BHLT, and various community resource contacts.

EQUIPMENT AND PROPERTY

The employee will be trained and responsible for having a working knowledge of various office equipment, such as a computer, copier, fax machine, and telephone.

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.*

The employee is constantly required to listen, see, sit, stand, talk and walk. Frequently, s/he is required to carry, drive a vehicle, lift up to 10 pounds, pull/push, and/or reach. Occasionally, s/he is required to grasp, handle, and/or feel.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The noise level in the work environment usually is low.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.