CLASSIFICATION TITLE: MENTAL HEALTH COORDINATOR

BARGAINING UNIT: CIV MANAGEMENT  CODE NUMBER: 0135
PAY RANGE CODE: 23.1 MC  REVISION DATE: 3/28/19

NATURE OF WORK:
This position in the Omaha Police Department (OPD) plans, coordinates, and manages the Heath, Wellness, and Crisis Intervention Unit (HWCIU). Manages all HWCIU grant commitments and grant reporting. Serves as the liaison between community providers, consumers, mental health professionals, and law enforcement. Provides staff supervision and oversight as needed. This position reports to the Deputy Chief of Police-Executive Services Bureau.

ESSENTIAL FUNCTIONS: (Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)

Coordinates mental health response training for OPD personnel; schedules and coordinates HWCIU personnel and contractors.

Develops and coordinates implementation of the department-wide Crisis Co-Responder Program.

Hires, trains, and clinically supervises all Crisis Co-Responder Program staff, and Peer Support Specialists.

Manages quality assurance process of the HWCIU program and grant, including collecting and maintaining information, data; maintains familiarity and compliance with HWCIU grant requirements.

Compiles evaluation results of the feedback from the HWCIU classes; adjusts classes as necessary to address feedback.

Prepares and submits reports as needed regarding the HWCIU.

Assists with additional grant writing needs and fundraising efforts to sustain programs.

Works with community partners to promote and sustain the HWCIU program.

Conducts presentations as needed and maintains continuous working relationships with all community partners, with specific emphasis on wellness, law enforcement, mental health, and advocacy partnerships.
Recruits new members for the HWCIU team from identified community partners as needed for the program.

Serves on the Heartland Crisis Intervention Team Committee.

Coordinates and meets with the Heartland Crisis Intervention Team Committee, including developing agendas, maintaining meeting minutes, monitoring and disseminating budget and grant updates to the HWCIU team, and developing and maintaining the HWCIU team operations manual.

Monitors HWCIU budget and tracks in-kind match dollars per grant requirements.

Assists with purchasing of materials and systems required by the HWCIU project.

Coordinates with funders to secure donations.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other duties as assigned or as the situation dictates within the scope of this classification.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of principles and techniques of public personnel management.

Knowledge of current principles and practices of mental health administration.

Knowledge of the purposes, functions, and activities of various public and private health care entities, including advocacy groups involved in mental health and substance abuse.

Knowledge of current trends in prevention and treatment of mental illness and substance abuse.

Knowledge of principles and procedures of budget preparation and monitoring, including budgets involving grants, contracted services, and federal and state funding.

Ability to plan, organize, and coordinate the activities of mental health care programs and activities.

Ability to analyze and effectively evaluate the operations and services of mental health and substance abuse programs, including those of contract providers.

Ability to manage complex budget activities.

Ability to analyze and interpret laws and regulations governing health services.
Ability to understand written and oral instructions.

Ability to adhere to safety policies, procedures and guidelines.

Ability to communicate effectively, orally and in writing, with other city employees, mental health providers and consumers, and the public.

Ability to present information to interested groups and individuals via group presentations and/or written materials.

Ability to establish and maintain effective working relationships with fellow employees, the general public, and community partners in the areas of law enforcement, mental health, and with advocacy groups.

Ability to communicate effectively, orally and in writing, with other city employees, mental health providers and consumers, and the public.

Ability to present information to interested groups and individuals via group presentations and/or written materials.

Ability to establish and maintain effective working relationships with fellow employees, the general public, and community partners in the areas of law enforcement, mental health, and with advocacy groups.

Ability to communicate effectively, orally and in writing, with other city employees, mental health providers and consumers, and the public.

Ability to present information to interested groups and individuals via group presentations and/or written materials.

Ability to establish and maintain effective working relationships with fellow employees, the general public, and community partners in the areas of law enforcement, mental health, and with advocacy groups.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to perform assignments in a timely manner with accuracy and proper detail.

Ability to sit from 76 to 100% of the time, to stand and walk from 26 to 50% of the time, and reach, bend, stoop, push and pull up to 25% of the time.

Ability to move objects weighing up to ten (10) pounds up to 33% of the time.

EDUCATION AND EXPERIENCE: (The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)

Licensed Independent Mental Health Practitioner (LIMHP) in the State of Nebraska

AND

Four (4) years of clinical experience in behavioral health, of which two (2) years must include clinical assessment and supervisory experience.

SPECIAL REQUIREMENTS:

Must possess a valid motor vehicle operator’s license from the time of appointment.

Must be available to work flexible hours and weekends.

WORKING CONDITIONS: (The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)

Work is performed in an office setting amid normal conditions of dust, odors, fumes, and noises.
EQUIPMENT OPERATION: (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Computer/Tablet                        Calculator
Telephone                               Facsimile Machine
Printer                                 Copier

Previous Revision Date(s):