



Our mission is to provide people of all ages with help, hope, and the opportunity to succeed.

Job Title	Mental Health Liaison	FLSA Status	Non-Exempt
Program/Department	Counseling	Supervisory Responsibilities	No
Reports To	Clinical Supervisor	CEO Approval Date	10/2020
Work Schedule	Monday – Friday, daytime varied. 30-40 hours/week		
Must pass required background check			

POSITION OVERVIEW

The Mental Health Liaison will assess, plan and deliver appropriate activities designed to identify strengths and challenges, develop and meet site and family goals, and to facilitate the learning and growth of designated Hope Center children, families, and staff members.

All Sunbeam employees and volunteers are expected to be sensitive to clients’ cultural and socio-economic characteristics and reflect Sunbeam Family Services core values.

ESSENTIAL FUNCTIONS

- Demonstrating capacity for providing developmentally appropriate, trauma-informed, hope-centered, and evidence-based practice.
- Supporting and serving as a resource for improving the quality of interactions with Hope Center children, families, and staff to promote improved mental health, behavioral, and educational outcomes.
- Implementing and modeling developmentally appropriate mental health and behavioral interventions and curriculum to promote and enhance whole child well-being and to develop staff and families as life-long learners and advocates for their children.
- Facilitating and participating in education team meetings and trainings.
- Assisting in the planning, coordinating, and conducting of parent engagement activities and parent educational opportunities for families.
- Identifying needs and coordinating referrals, as appropriate, for Hope Center children, families, and staff members.
- Completing required documentation accurately and in a confidential manner.
- Following agency policies and procedures.
- Completes other related assignments as determined by Clinical Supervisor.

OTHER DUTIES

- Completes other related assignments as determined by Clinical Supervisor.
- Provide support for other duties needed in keeping with Sunbeam’s mission, vision and values

JOB QUALIFICATIONS

	Minimally Required	Preferred
Education	Must have completed 60 hours or equivalent of college credit, or may substitute one year of relevant employment and/or responsibility in the care of children with complex emotional	BA/BS in social work, education or a related field.

	needs for one year of college experience, for up to two years of college experience.	
Experience	Experience working with children in a social service setting.	Two (2) years employment and/or responsibility in the care of children with complex emotional needs.
Skills and knowledge	Excellent written and verbal communication to include intermediate knowledge of computer operations and applications and the ability to master other computer technology/software programs, as needed Good organizational and time management skills	Understanding of and state and local child care and mental health standards
Abilities	Interact effectively and professionally with children, families, and staff members. Work independently and collaboratively in a team environment Communicate in a manner, demonstrating dignity and respect for persons served Process, protect, and exercise discretion in handling confidential information and materials Sustain concentration to detail and accuracy with the ability to prioritize workload Willingness to work with high-risk, low-income communities Local travel required Must have valid Oklahoma driver's license and insurance as required by the position	Bilingual verbal and written communication skills in Spanish/English languages.

Physical Demands:

While performing the duties of this job, the employee must be able to physically interact and communicate with children and adults. Must be able to move about inside an office setting. Must be able to exchange information accurately and confidentially. Must be able to operate and use a computer. Must be able to detect, discern, distinguish, observe, inspect and compare. Must have excellent command of English language and grammar, both verbal and written. The qualifications, physical demands, and work environment described are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

Work Environment

Services will be provided face-to-face in a center-based setting working in close proximity to children, families, and staff members. The noise level in the work environment may vary from moderate to loud.

Other:

These statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel or candidate and may be subject to change at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUNBEAM'S CORE VALUES

Champion Spirit

We work like a champion every day: paying attention to details and performing with excellence

Servant Heart

We exhibit humility in serving everyone; no job is below anyone and we all work together to get the work done

Sunny Attitude

We bring a smile, a positive attitude and treat each other with respect, ensuring a pleasant work environment.

SIGNATURE

By signing this job description, the employee/candidate affirms that (s)he possesses the knowledge, skills, and abilities necessary to perform the essential functions of the job as stated above, with or without reasonable accommodation. It is also understood that employment with Sunbeam is considered "at will," meaning that either Sunbeam or an employee may terminate the employment relationship at any time with or without cause or notice. This job description is not intended in any way to create a contractual employment relationship. Sunbeam may also change this job description and the expected duties from time to time at its sole discretion.