



## Job Description

**Job Title:** Behavioral Health Implementation Specialist

**Department:** Residential Services

**Supervisor:** Residential Services Director

**Grade:** 212

**Status:** Exempt

**FTE:** 1.0

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Solid Ground believes poverty is solvable. Our communities are stronger when we support stability and break down the barriers to overcoming poverty. Solid Ground does both. We combine direct services with advocacy to meet basic needs, nurture success, and spread change. Through our programs, people gain stability and build skills that equip them to move forward in their lives. Through advocacy, we work toward ending racism and other oppressions embedded in our institutions, policies, and culture that hold people back from succeeding. We bring the voices of people experiencing poverty into the political process, furthering social justice and supporting our entire community to reach its potential. As our workforce evolves to reflect the diversity of the communities we serve, our agency and workplace will be enriched and strengthened and as such we will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency and an understanding of oppression and its impact
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism and building cultural competency and encourage staff to fully engage in those activities.

### Job Summary:

This is a position within Residential Services, and we are looking for a Behavioral Health Implementation Specialist, who is dynamic and has experience creating and sustaining health partnerships.

Working with Solid Ground's Residential Services Department leaders and staff, the Behavioral Health Partnership Development Manager's role is to identify behavioral health partners, cultivate relationships, onboard new partners, establish data sharing agreements and metrics, establish a bi-directional communication plan, and develop Memorandums of Understanding (MOUs), to build and sustain a network of culturally competent behavioral health service providers to meet the increased needs for behavioral health services on the Sand Point campus.

## Essential Responsibilities, Duties & Tasks:

65%

### Partnership Development

- Formalize partnerships with agencies through MOUs and assist in developing a sustainable plan to maintain partnerships long-term.
- Develop and maintain a database of culturally competent behavioral health partners to promote and support health services to the Sand Point residents and the Solid Ground community, ensuring that services align with Solid Ground's mission, vision, and values.
- Develop health partnership for children and youth, including behavioral health, physical health, dental, and employment opportunities.
- Identify emerging behavioral health needs, concerns, and barriers for Sand Point residents and share information with behavioral health partners to create a plan to address behavioral health needs.
- Maintain accurate documentation pertaining to the partnership project throughout the period, including outlining a bi-directional communication plan that contains information about referrals, outcomes, and partner meetings.
- Establish a process for monitoring the effectiveness of partnerships and service delivery.
- Assist with identifying training needs for staff and behavioral health partners, including Trauma-informed care approach to services, equity, diversity, and inclusion.
- Create, coordinate, and deliver onboarding training to new community partner organizations.

20%

### Data and Metrics

- Work with IT to explore opportunities for streamlining communication and data sharing, including electronic health records exchange and Community Information Exchange systems.
- Enter data into Caseworthy and maintain up-to-date partnership agreements in the data base.
- Work with partner providers to agree upon shared practices and screening tools, such as the use of PHQP-9, GAD-7, or other tools.
- Determine where services will be provided, in-person, through tele-behavioral health, and if tele-behavioral health what equipment/technology needed, and fiscal responsibility.
- Determine process and outcome metrics that will be monitored and shared with partner network.
- Coordinate reporting of service delivery, including invoicing for services and reports to funder.

15%

### Community

- Establish a process for addressing feedback from resident, staff, and community, as well as opportunities for process improvement.

- Meet with Director and Residential Managers to help market the availability of behavioral health and physical health care services across the Sand Point campus, and to the broader Solid Ground community.
- Plan health promotion activities to benefit residents and promote awareness in the community.
- Represent the Residential Services department at key meetings both internal and external, including community meetings with partners, stakeholders, and resident meetings.
- Produce a regular reports that includes purpose, objectives, evaluation results, conclusions and recommendations that is available to stakeholders.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

### **Education and Experience:**

*Requires the following:*

- a) Five years of direct experience working with implementing and maintaining partnerships amongst community behavioral health or social services agencies.
- b) And Bachelor's degree in public health, social work or a related field.

### **Also requires:**

- 2 years of experience in building and maintaining strong relationships between organizations and community partners in a public or non-profit agency.
- 2 years of experience in database management.
- 2 years of experience developing and producing reports from a database.
- Experience serving low-income communities or have a demonstrated interest in issues affecting low-income communities and communities of color.
- Experience addressing a variety of social issues such as homelessness, mental health, trauma, domestic violence, substance abuse, and knowledge of local resources available to assist individuals impacted by these issues.
- Experience working independently with minimum supervision and make decisions involving various groups, locations, and partners.

### **Minimum Qualifications:**

- Strong leadership and team building skills.
- Ability to articulate a vision, standards, and guide team through the process.
- Excellent communication skills, both oral and written.
- Experience working independently with minimum supervision and make decisions involving various groups, locations, and partners.
- Good organizational and record keeping skills, including the ability to maintain accurate confidential files.
- Demonstrated initiative and problem.
- Basic knowledge of computer software (Microsoft Word, Excel, Outlook, and database systems.
- Willingness and ability to collaborate with people from a variety of racial, cultural, and economic backgrounds, with various lifestyles, sexual orientations, and of all ages.

**Preferred Qualifications:**

- Bilingual in Spanish or East African dialects or any other languages

**Anti-Racism Initiative (ARI) Expectations:**

- Foster discussion and learning among staff to better understand and dismantle institutional racism.
- Abide by and support agency-wide efforts to incorporate anti-racism principles and cultural competency and standards into all hiring processes and performance evaluations.
- Enhance personal skill development as well as guiding managers and supervisors in their own skill development.

**Physical Demands/Working Conditions:** This position works in an office setting 40% of the time and 60% in the field on site. Employee spends 10% of office time in meetings, 10% of the time on the phone, and 20% of the time on the computer. In the field, employee spends 60% with on-site family meetings. Position requires employee to lift/carry 5-10 pounds occasionally and push/pull 5-10 pounds seldom, 1-5 pounds frequently. Position can sit/stand as needed. Stairs and walking required.

**Hours & Compensations:** This is a full-time position paying annual salary starting at \$86,342.00 plus benefits. Annual salary range \$86,342 - \$113,928. Benefits include medical, dental, short-term and long-term disability insurance, basic life insurance, 401(k) savings plan including agency contribution and match, holiday pay, generous paid personal leave package and tax-sheltered health care and dependent care accounts.

**Solid Ground is an equal opportunity employer committed to workplace diversity. We do not discriminate on the basis of gender, age, race and color, religion, marital status, national origin, disability or veteran status**