

## **MENTAL HEALTH ADVOCATE**

### **DEFINITION**

Under the supervision of the assigned supervisor/manager, the Mental Health Advocate provides a variety of mental health services and navigation support, including assessment and evaluation, mental health support, student advocacy, case management, coordination and connection with college and community resources, navigation to community resources, leading groups/skills classes, leading professional development workshops, coordinating outreach activities and referral to other student support services.

### **TYPICAL DUTIES**

Works collaboratively with district-wide licensed mental health clinicians to triage and provide an equity and trauma informed approach to early intervention and prevention of mental health and wellness support for students; provides wellness coaching and mental health support for students not requiring support from a licensed therapist or counselor; oversees case management of students in crisis or students of concern, including tracking progress, managing potential follow up through resolution, and closing of the case; provide support and resources to students who have complaints and concerns, documents case management efforts in an online system and prepares reports; works in partnership with Community College District (LRCCD) mental health therapists and personnel, and counseling departments, to share information about campus and community resources; provides support for training on trauma informed care, conflict resolution, de-escalation, and mental health and wellness topics to college faculty and staff; collaborates with external subject matter experts to facilitate awareness trainings for faculty and staff that are culturally responsive, and develops outreach activities and programming with clinical providers addressing student mental health; works collaboratively and in partnership with district and campus law enforcement to respond to potential student mental health and non-violent crisis incidents in a student centered and trauma-informed manner; helps de-escalate and provides conflict resolution support for students in crisis or exhibiting mental health concerns; promotes and advocates for mental health and wellness services and resources available on campus for students; follow-up with students on utilization of safety plans; coordinates with campus and community-based services for students, such as basic needs, WEAVE, community mental health providers, and social service organizations; helps mitigate immediate concern and makes appropriate referrals for greater levels of support. Performs related duties as assigned.

### **QUALIFICATIONS**

#### **EXPERIENCE**

One year of experience related to the duties of the position.

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

#### **EDUCATION**

Bachelor's degree in psychology, counseling, social work, behavioral health or related field.

A master's degree in psychology, counseling, social work, behavioral health, or related field, may be substituted for one year of the required experience.

One year of education is equal to 30 semester units. Education must be from an accredited institution.

**KNOWLEDGE OF**

Vulnerable populations such as historically marginalized (i.e. communities of color, lower socioeconomic, etc.) unhoused, substance use, and/or justice-involved or formerly incarcerated populations; systems, schools, community colleges or universities; law enforcement's basic scope of work; and working with individuals with co-occurring disorders; mental health systems and resources; research, data collection, data analysis, and program evaluation; legal and ethical issues that relate to services in a mental health or health services operation, including confidentiality and privacy; applicable federal, state and local laws, policies and regulations, and office processes and procedures; modern office practices, procedures and equipment; administrative and clerical procedures and systems, such as filing and record keeping techniques in a complex business environment; effective customer service skills; how to compose effective correspondence; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for letter and report writing; principles and practices of effective communication; how to train others to perform specific tasks; numbers, their operations, and interrelationships, including arithmetic at the level required to effectively perform the duties of the position.

**ABILITY TO**

Perform the essential functions of the position; use equity-minded motivational interviewing, counseling/coaching, trauma informed care, and conflict resolution techniques; de-escalate high stress or disruptive situations; track data, write reports, and deliver presentations; operate in diverse environments, respond to classroom issues and other areas of the college campus; assist with risk assessments of individuals in crisis situations; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; interpret and apply applicable federal, state and local laws, policies and regulations, and office processes and procedures; work as a member of a team; meet schedules and timelines; manage one's own time and the time of others; follow a given rule or set of rules in order to arrange things or actions in a certain order; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally and in writing based on the needs of the audience; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; prepare routine correspondence independently; effectively learn and operate equipment and software related to the duties of the position; use technology to effectively perform responsibilities, such as word processing, spreadsheets, databases, and desktop publishing; type/enter data at a speed proficient to complete the duties of the position in a timely manner; adapt to changing technologies; work successfully with diverse populations.

**TYPICAL EQUIPMENT USE (May include, but not limited to)**

Current office technologies such as computers, printers, faxes, telephones, and copiers; other equipment common to the field to which the position is assigned.