

SNOHOMISH COUNTY JOB DESCRIPTION

CHILDREN'S MENTAL HEALTH LIAISON-HUMAN SERVICES

Spec No. 2367

BASIC FUNCTION

This employee will work throughout Snohomish County to assist our community's families, schools, and social service providers in accessing mental health services for children and adolescents.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Becomes an expert resource for individuals throughout Snohomish County in Children's Mental Health services, eligibility, availability, and processes to access.
2. Develops and maintains relationships with school personnel, children's mental health service providers, the North Sound Mental Health Administration, private insurance networks, Washington State Healthcare Authority, Department of Social and Health Services, and other relevant entities to ensure cross-systems communication and collaboration.
3. Ensures youth and their families throughout Snohomish County understand and have access to available mental health resources.
4. Assists youth and families in navigating insurance coverage options and completing applications through Apple Health to ensure coverage for mental health services.
5. Identifies providers of children's mental health services throughout Snohomish County and develops and maintains a comprehensive resource list for interested parties.
6. Ensures that individuals eligible for County services have equal access to, and use of, age and culturally competent mental health services; ensures eligible individuals receive appropriate levels of care.
7. Promotes best and promising practice treatment approaches, supports and interventions.
8. Participates in system planning, including representation on various committees.
9. Provides client-level and system-wide troubleshooting and advocacy.
10. Provides information, consultation and referral.

STATEMENT OF OTHER JOB DUTIES

11. Maintains and promotes positive relationships with providers, community and all other partners.
12. Facilitates services for high-need individuals across all involved systems of care.

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STATEMENT OF OTHER JOB DUTIES (Continued)

13. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

A master's degree in social work, psychology, nursing, counseling, or related field; PLUS two (2) years' experience in the direct treatment of acutely and severely mentally ill individuals; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

PREFERRED QUALIFICATIONS

Experience as a Mental Health Specialists specific to the area of children is preferred.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

Licensure or Associate Licensure in Social Work, Mental Health Counseling, Marriage and Family Therapy, or Agency Affiliated Licensure and maintenance of this licensure throughout period of employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- contract oversight skills including monitoring of access, utilization and quality issues
- abnormal human behaviors and state of the art clinical interventions
- diagnostic abilities
- counseling and treatment approaches and expected outcomes
- availability of community systems and resources
- judicial procedures, sentencing implications, and the corrections environment
- importance of natural support systems
- related state and federal mandates including those related to privacy and confidentiality

Ability to:

- effectively interview clients and natural supports and/or families
- verify diagnoses and develop/evaluate individualized treatment plans
- establish and maintain rapport with adults and children experiencing symptoms of mental illness in order to determine appropriate mental health services and/or referrals
- communicate effectively with people regardless of age, sex, social, economic or cultural background
- express ideas and recommendations clearly and effectively both orally and in writing

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KNOWLEDGE AND ABILITIES (Continued)

- follow oral and written instructions
- gather and analyze pertinent data
- establish and maintain effective work relationships with staff of state and local hospitals, community organizations, providers and the public
- Implement quality management procedures
- work effectively in team environments
- promote strength-based, client-driven, recovery-focused treatment approaches
- exercise initiative and judgment and make decisions within the scope of assigned authority
- read, interpret and apply work-related laws, rules and other regulations
- maintain detailed records and prepare clear concise written reports
- meet defined productivity expectations
- use computers effectively

SUPERVISION

Employee reports to the Supervisor of Involuntary Treatment/Community Mental Health Programs. The work is performed with considerable independence and is reviewed for quality, adequacy of professional judgment and compliance with established goals and policies through conferences, reports and appraisal of results obtained.

WORKING CONDITIONS

Work is performed primarily in the usual office environment, in mental health agencies and other locations throughout the region. Occasionally, work is performed primarily in secured correctional facilities, throughout the facility including inmate modules, professional visitation rooms, medical units, and office settings.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: August 2014
EEO Category: 2 - Professionals
Pay Grade: 239 – Classified Pay Plan
Worker's Comp: 5406 Non-Hazardous