



HISPANIC UNITY OF FLORIDA JOB DESCRIPTION

Job Title: Community Mental Health Worker II (CMHW II)
Reports To: CMHW Program Supervisor
Classifications: Full time, Non-Exempt
Schedule: Monday – Friday / 8am-5pm/ some weekends and evenings (in-person and virtual) as needed

Position Overview:

The Community Mental Health Worker II (CMHW II) provides short term care coordination and connection to resources and support to Spanish speaking program participants. The intent is to increase client access to mental health services and to improve their general well-being. The CMHW works in community-based settings, including participant's homes. The CMHW II delivers community support services that include, but are not limited to community outreach, health advocacy, needs assessment, resource mapping and linkages, informal counseling, and community engagement event support and coordination.

Essential Duties:

- Monitor the daily work of the CMHW I, develop and implement a weekly work plan with them, and provide support and guidance as needed.
- Prepare and submit the required reports as requested by the program supervisor.
- Meet with the CMHW I weekly to discuss needs, work plan, caseload, challenges with participants, and barriers to meet the program deliverables.
- Review all CMHW I documentation, including the daily log, participant files, reports, program dashboard, follow-up on referrals, and assigned cases. Coordinate community outreach activities to identify new participants, providers and resources for the program.
- Maintain a caseload assigned by the program supervisor.
- Recruit new participants for the program, assess their needs, develop an individualized resource map based on assessment results, and connect them with community resources.
- Provide informal counseling to offer positive and supportive interaction, guidance, and mentorship to program participants.
- Coordinate and facilitate support groups for the program participants.
- Documentation: Case notes to document interaction with participants and collateral contact are completed in a timely manner and data entry in internal data management system.
- All other duties as assigned.



Qualifications:

The candidate must have a bachelor’s degree in social services (psychology, social work, sociology, education, human services, child development, counseling, etc.), and have experience in community work. Must be bilingual – English/Spanish with good written and oral communications skills. Must complete a 30-hour CHMW training and engage in a 500-hour practicum experience over the course of the contract period.

Skill and Competencies

- Demonstrate strong written and oral communications skills.
- Must possess good presentation skills.
- Meet deadlines while managing multiple projects.
- Ability to work independently.
- Demonstrate commitment to accountability and a results-oriented culture
- Ability to recognize complex issues while being able to circumvent and resolve those issues professionally.
- Demonstrate cultural competency by communicating and working effectively with those from diverse backgrounds.

Additional Requirements:

1. Possession of a valid Florida Driver’s License and car insurance is required.
2. Independent travel is required.

Hispanic Unity of Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read my job description and understand my responsibilities.

Employee Name, Signature _____ Date _____

Supervisor’s Name and Title _____

“This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.