



HISPANIC UNITY OF FLORIDA JOB DESCRIPTION

Job Title: Community Mental Health Worker (CMHW)
Reports To: CMHW Program Supervisor
Classifications: Full time, Non-Exempt
Schedule: Monday – Friday / 9am-6 pm/ some weekends and evenings (in-person and virtual) as needed
Salary Range: \$36,000 - \$38,000
Date Prepared: April 2022

Position Overview:

The Community Mental Health Worker (CMHW) provides short term care coordination and connection to resources and support to Spanish speaking program clients. 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 client's homes. The CMHW 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.

Candidates must reside or have deep knowledge of the geographic area being served.

Essential Duties:

- Community outreach and engagement -canvass the community (door to door, local stores, and centers) to engage youth and families to educate them about the HEALING Space services and events. · Connect with individuals in a culturally competent manner and dignity in service.
- Build rapport with youth and families to identify needs and supports lacking to address trauma and related challenges within the family.
- Utilize instruments to assess exposure and impact of life trauma and stressors: Adverse Childhood Experience Scale (ACES)
- Maintains a caseload that does not exceed 15-20 families every 3-4 months
- Development of individualized resource map based on assessment results for youth and families served. Identify eligible families in need of financial support with the goal to stabilize the family home
- Review progress to monitor and follow up on access to resources and feedback on experience.
- Provide informal counseling to offer positive and supportive interaction, guidance, and mentorship. Referrals to formal counseling and other resources based on identified needs.



- Liaise between mental health provider and other social service providers to assess smooth access and dignity in service, including but not limited to, case managers and mental health therapists, to identify barriers to overall well-being. Completion of referrals and care coordination with community support services. Organizing community engagement events to support resilience. .
- Documentation: Case notes to document interaction with clients and collateral contact are completed timely (within 24 hours). Case notes must be accurate, complete and must reflect clear and concise details relevant to specific case that can help another reader get a clear understanding of the case. Attendance monitoring and data entry in internal data management system.

Qualifications:

The ideal candidate must have a minimum of a high school diploma and be over 18 years of age. 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 _____

Manager's Signature _____ Date _____

"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.