



SCOTTY'S HOUSE

Brazos Valley Child Advocacy Center

Where the healing begins

Mental Health Advocate Job Description

Job Title:	Mental Health Advocate
Job Classification:	FTE/Not Exempt
Salary Range:	Depending on qualifications
Supervisor:	Director of Clinical Services with support from the Director of Programs

Summary: The Mental Health Advocate provides crisis intervention, case management, and information and referral services to children and their non-offending family members, focusing on families hesitant on pursuing mental health services. Additionally, this position will work with families actively receiving services in the counseling department by assisting with counseling groups, intake appointments and initial paperwork for new counseling clients.

Essential Functions:

- The Mental Health Advocate (MHA) may meet with non-offending family members in person when at Scotty's House who are eligible for counseling services. The MHA may provide each of the non-offending family members of children referred to Scotty's House the following:
 - provide crisis intervention;
 - provide information and referral;
 - provide case management;
 - assist in completing crime victim's compensation forms;
 - assistance with the counseling referral, stressing the benefits of counseling to not only the child but the family as a whole and any needed follow-up; and
 - complete a needs assessment on each family and make appropriate referrals to community agencies as needed.
- Provide basic psychoeducation about the effects of abuse on children, behavioral problems that parents can expect to see, and the role of counseling in mediating these issues.
- Provide long-term follow-up and case management to assist families with any additional services needed after their initial visit to the center, with a focus on counseling referrals to the center by educating clients on counseling services and the benefit of these services to the child and their non-offending family members.

- Assist in maintaining records of services including, but not limited to collecting all relevant child and family history, maintaining all electronic and paper case files, entering data regarding client counseling services, follow ups and other services provided into the Client Tracking System.
- Serve as a liaison between forensic staff, counseling staff and the non-offending family members, ensuring that information regarding any needs of the child or family are adequately communicated and addressed.
- Participate in professional development and on-going training activities with a focus on the various counseling modalities used at our center and trauma informed services.
- Effectively work with others in a team environment and maintain composure in high stress situations.
- Attend all Multi-disciplinary Team (MDT) Staffings in Brazos, Burleson, Grimes, Leon, Madison, Robertson, and Washington Counties.
- Ability to drive throughout the seven county region for team meetings, court hearings, and other events as needed.
- Provide on call, after hours, weekends and holiday coverage as scheduled by the Director of Programs.
- Must be able to work independently as well as function as a team member and accept guidance and direction from the Director of Clinical Services.
- Must be able to work with a variety of people, including, but not limited to: clients and their families, professionals in the areas of law enforcement, Department of Family and Protective Services (DFPS), medicine, education and agency employees.
- Perform other tasks and responsibilities as needed.

Minimum Requirements

- Bachelor of Science or Bachelor of Arts degree in psychology, social work, sociology or related field.
- Two (2) years of professional experience working with children and families where abuse and violence are identified issues; professional experience in working within the child welfare system or social work; knowledge of child abuse and trauma.
- Perform job duties in accordance with professional ethics and organizational policies and procedures.
- Other Skills include: ability to work with child abuse victims and non-offending caregivers, and excellent written and verbal communication skills.
- Must be able to work with a variety of people, including clients and their families, professionals in the areas of law enforcement, medicine, education and agency employees.
- Subject to background check, including criminal and Child Protective Service clearances.
- Bending, stooping, reaching and other movement required in dealing with children. Lifting of office materials (up to 20 lbs).