

CATHOLIC SOCIAL SERVICES JOB DESCRIPTION

TITLE: State Refugee Mental Health Manager
SUPERVISED BY: State Refugee Coordinator
STATUS: Full-time/exempt
UPDATED: 10/12/2022

JOB SUMMARY:

Catholic Social Services is designated by the federal Office of Refugee Resettlement (ORR) to administer the state refugee resettlement program for Alaska. Funded by ORR, this office manages refugee resettlement programs that help refugees and other ORR eligible populations statewide access cash and medical assistance, initial medical screenings, comprehensive health services, employment, English language training, and multiple types of adjustment services to achieve self-sufficiency and integration.

The Refugee Mental Health Coordinator is primarily responsible for implementing the Refugee Mental Health Initiative (ReMHI) within the Refugee Health Promotion (RHP) program through funding allocated by ORR. The goal of the ReMHI program is to build capacity within communities to address the mental health needs of refugee populations, including help overcoming stigmas associated with mental health care and creating opportunities for social engagement to reduce isolation. The approach is client-centered, trauma-informed, strengths-based, and culturally and linguistically appropriate.

The Refugee Mental Health Coordinator interacts with clients, mental health/wellness providers, resettlement agency staff, LOR staff, Public Health Units, Federally Qualified Health Centers, mental health related non-profit agencies, universities, and other Refugee Mental Health Coordinators or State Refugee Health Coordinators in state offices across the U.S. The position will work to improve access to mental health services across Alaska.

QUALIFICATIONS:

Competencies: Must be able to maintain program/participant/agency confidentiality and treat each individual with dignity and respect. Must have the ability to establish and maintain professional boundaries with staff, program participants and volunteers. Demonstrated leadership, dependability, maturity, creativity, discretion, initiative, and flexibility. Ability and desire to work with a variety of people to carry out the mission and purpose of the program. Ability to provide supervision and be a team member with program staff, agency personnel, and community service providers. Ability to handle crisis situations with minimum supervision. Excellent interpersonal skills required. Ability to work alone or as part of a team.

Education/Experience: Bachelor's degree required. Master's degree strongly preferred in social work, mental health counseling, public health, psychology, or some other field related to the position. *An equivalent combination of education and experience will be considered.* Cross cultural competency required. LMSW, LCSW, LPC, LMFT, or another relevant professional licensure preferred

Skills: Excellent communication skills (oral and written) and computer skills. Discretion, flexibility, and organizational ability sufficient to fulfill position responsibility with minimum supervision. Ability to relate to other employees, program participants and the public. Excellent interpersonal and team building skills.

Duties & Responsibilities:

1. Build capacity and create a network to promote mental health literacy for clients of refugee resettlement agencies in Alaska.

- Identify and conduct outreach to mainstream mental health providers versed in trauma-informed services to determine potential partners for the program.
- Organize and implement a Refugee Mental Health Task Force with practitioners, providers, clinicians, community organizations, domestic violence shelters, and others.
- Develop a refugee mental health training curriculum for providers and other trainings to respond to specific needs
- Select individuals to be trained as Mental Health First Aid (MFHA) instructors in the refugee resettlement network and manage training opportunities
- Organize and oversee trainings provided by MFHA instructors to build mental health capacity in refugee communities and refugee-serving providers.
- Attend all meetings of the Association of Refugee Health Coordinators (ARHC) as an associate member and involve/coordinate with the State Refugee Health Coordinator in relevant initiatives.

2. Coordinate mental health care and organize wellness groups for clients of refugee resettlement agencies in Alaska.

- Develop direct linkages between mental health service providers and refugee-serving organizations to ensure a well-coordinated referral process.
- Develop and implement strategies to mitigate language barriers to access mental health services.
- Conduct outreach, provide information, and develop educational opportunities for refugees to learn about mental health and emotional wellness to decrease stigma about, and increase access to, services.
- Help facilitate community-based activities, targeted wellness group activities for specific interests and populations (e.g., meditation group, women's sewing group, etc.), and other opportunities for relationship building amongst refugee populations to overcome feelings of isolation.

3. Maintain detailed documentation of accomplishments, challenges and client services provided for ORR reporting purposes and provide additional support to the Alaska refugee services staff as needed.

- Document all ReMHI services provided to clients accurately and completely in Apricot database system
- Submit relevant and accurate information on the ReMHI program to the State Refugee Coordinator for reporting and monitoring purposes
- Ensure that ReMHI program goals are met

- Participate in relevant agency meetings and/or training
- Actively pursue professional development opportunities, trainings or conferences related to the position and goals of the program. Determine appropriate/beneficial professional membership enrollments.
- Other duties as assigned

Physical Requirements: Ability to travel.

Training Requirements: Agency and department orientation; First aid/CPR; de-escalation techniques; blood borne pathogens and any other updated training, as required. Attend all staff meetings and in service training as required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____