



Job Title: Mental Health Support Specialist

Reports to: Program Director

Programs:

- **Therapeutic Mentoring**
- **Parent Mentoring**
- **Residential Deviation**
- **Intensive In-Home**
- **Other Community-Based Services**

A **Mental Health Support Specialist** supports and encourages the professional development of the individual and provides active guidance to help them achieve their goals. The **Mental Health Support Specialist** offers a fresh perspective and an independent point of view, while guiding a process that fosters the growth and educational development of the individual. A **Mental Health Support Specialist** doesn't judge an individual or their situation and does his or her best to meet the individual where they are and provide support to encourage the individual to improve in all areas.

What Are the Qualities of a Good Mental Health Support Specialist?

- Relevant Expertise or Knowledge
- Enthusiasm for Sharing That Expertise
- A Respectful Attitude
- Eagerness to Invest in Others
- The Ability to Give Honest and Direct Feedback
- Reflective Listening and Empathy
- Willingness to Be a Sponsor
- Able to adjust to the moods of individual with different approaches
- Able to tie activities into growth of individual

RESPONSIBILITIES AND DUTIES:

- Engage individuals referred to our program, arranging initial contact and subsequent sessions at a mutually agreed venue.
- Provide one-to-one services to young people and/or adults as outlined by the referral source
- Appropriately plan and organize outcomes-focused activities to engage young people and/or adults during sessions, underpinned by methods of supporting youth to overcome individual social, educational and emotional barriers and create personal development plans for the future.
- Establish a positive and interactive relationship with each young person and/or adult
- Help each young person and/or adult to develop or begin to develop life skills and to accomplish specific goals.

- Provide awareness of community, educational and economic resources available to young people and/or adults and their families, and how to access these resources.
- Monitor the progress of each individual and record a short report after each meeting.
- Contact case manager and any relevant service providers weekly
- Develop links and relationships with schools/colleges, community groups, other youth organizations and potential employers for supporting young people's progression.
- Gather monitoring and evaluation data from each individual and get all paperwork in on a timely manner
- Attend weekly individual supervision meetings, monthly group supervisions, and any other meetings/trainings as necessary
- Other duties as assigned