

**Position Title:** Mental Health Professional

**FLSA Classification:** Exempt

**Job Family:** Professional 2

**Reports to:** Director of Model Programming

Our Mission: We engage communities, organizations and individuals through quality research, community organizing, advocacy, training and model programming to advance the right of girls, young women and those that identify as female, especially those in the system.

### Purpose of Position

The Mental Health Professional works as part of a team within Model Programming to provide girl-centered mental health counseling and care management to girls, young women, and individuals who identify as girls/young women, who are involved in the juvenile or criminal justice system or are at risk for justice-system involvement. In alignment with the Policy Center mission, the mental health professional uses their experiences with the girls to inform the research and advocacy departments as to patterns, themes and trends related to providing girl centered care.

### Essential Functions

- Prepare, facilitate, and document SAVVY Sister and Diversion groups
- Work as part of a team to develop purposeful connections with girls and their families/caregivers
- Provide mental health counseling and support to individuals, families and groups
- Provide incarceration alternatives to judges, state attorney and JPO's
- Inform research and strategic advocacy agendas by elevating girls' voices and stories to Policy Center leadership
- Identify girls' individual needs and refer to appropriate community resources
- Travel throughout Duval, Clay, Baker, Nassau, and St. John's Counties to provide services in homes, schools, detention facilities, community agencies, and other locations as needed
- Advocate for girls' needs alongside and/or on behalf of girls and their families in courts, schools, and other systems
- Build collaborative relationships with community providers and officials who impact the lives of girls
- Provide compassionate access to girls and families in times of crisis
- Document interventions as required by internal policies & procedures to comply with HIPAA and contractual demands and to meet research needs
- Participate in DBWPC and Programming Team staff meetings and decision-making processes

### Secondary Functions

- Supervise volunteer interns
- Provide training/technical assistance for community partners
- Support DBWPC programs and events

- Provide assistance and support for other Girl Matters: Continuity of Care Model Program components, as needed and appropriate

### Other Duties

This job description is not intended to contain a comprehensive listing of the duties and responsibilities that are required of the employee who fills this position. Duties and responsibilities may be adjusted at any time to best fit the needs of the Policy Center.

### Required Knowledge, Skills, and Abilities

#### Organizational:

- Understanding of Girl-Centered Principles – Understands Girl-Centered principles and is willing to grow in knowledge of these principles
- Growth-Mindset – Receptive to feedback, willing to learn, embraces reflective practice
- Solution-Oriented – Brings possible solutions when presenting obstacles or challenges to supervisor
- Collaborative – Seeks input and buy-in from girls, colleagues, and external partners, as appropriate

#### Individual:

- Counseling and Support Skills -
  - Experience providing trauma-informed counseling and healing-centered engagement
  - Knowledge of resources available to girls and families in Duval, Clay, Nassau, St. Johns, and Baker counties; or demonstrated ability to develop resource networks
- Documentation – demonstrated ability to document interventions appropriately and on deadline

### Required Education and Experience

- Master's Degree in Social Work, Mental Health Counseling, or related field
- Individual must be licensed or license-eligible in the state of Florida as a Mental Health Counselor or Clinical Social Worker
- Professional experience in education, child welfare, social service, and/or juvenile justice
- Minimum of 4 years working with girls

### Supervisory Responsibility

This position may supervise volunteer interns.

This position operates in multiple environments, including professional offices, locked detention facilities, schools, and community sites with varied levels of accessibility, noise and through various temperatures and weather conditions.

This position requires constant communication with others for the exchange of information.

This role routinely uses standard office equipment such as computers and phones.

This position often transports supplies such as books, art materials, and food.

This position can occasionally involve remaining sedentary either through sitting or standing for prolonged periods of time.

This position occasionally requires lifting up to 15 lbs.

### **Position Type/Expected Hours of Work**

This is a full-time position. The nature of the work sometimes requires employee engagement outside of traditional office hours, including late nights/early mornings and weekends.

### **Travel**

This position requires occasional travel throughout the Jacksonville metro area and surrounding counties. This position can require occasional transporting of clients and their families to various appointments, facilities and locations needed to secure services.

The individual who fills this position must have a valid driver's license and will be required to maintain minimum personal auto liability insurance of \$100,000/\$300,000 while employed with the Policy Center.

### **Work Authorization/Screening Requirements**

DBWPC participates in E-Verify. Upon offer and acceptance of employment, the Policy Center will provide the federal government with the hired individual's Form I-9 information to confirm that the individual is authorized to work in the U.S.

The employee who fills this position is required to complete fingerprint-based AHCA Clearinghouse background screenings for the Florida Department of Juvenile Justice (Caretaker) and the Florida Department of Children and Families (Mental Health.)

### **AAP/EEO Statement**

The Delores Barr Weaver Policy Center is committed to building a diverse staff that reflects the populations served by its programs. We strongly encourage applications from qualified individuals of color and qualified individuals who identify as lesbian, gay, bisexual, transgender, and/or gender non-conforming.

DBWPC, Inc. is an equal opportunity employer and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, religion, national origin, gender, sexual orientation, gender identity, gender expression, marital status, age, veteran status, physical or mental disability, or otherwise as may be prohibited by federal and state law. DBWPC, Inc. complies with applicable federal, state, and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

### **Other Duties**

This job description is not intended to contain a comprehensive listing of the duties and responsibilities that are required of the employee who fills this position. Duties and responsibilities may be adjusted at any time to best fit the needs of the Policy Center.

If you are interested in this position, please send your resume and cover letter to [careers@seethegirl.org](mailto:careers@seethegirl.org), with Mental Health Professional in the subject line.