



## **Criminal Justice Ministry**

### **Job Description**

**Job Title:** Mental Health Specialist  
**Work Site:** 2342 LaSalle St, St. Louis, MO 63104  
**Work Hours:** Exempt, full time, salaried  
**Reports to:** Director of Reentry Programs

The Mental Health Specialist supports the successful reentry process for housing clients, those who need and have a mental health diagnosis and those that do not, by ensuring their mental health needs are addressed. Will evaluate and screen the mental health of all reentry housing clients, provide mental health services as needed or mandated, and advise the Director of Reentry Programs and Program Coordinators on how to meet the mental health needs of housing clients. Will be a resource to the housing team for clinical insight and support in addressing client needs, especially regarding mental health.

### **PRIMARY RESPONSIBILITIES**

#### Client Services

- Determines appropriate clinical direction for all clients based on best practices and individual needs.
- Completes mental health and substance use screenings for every housing client to aid in identifying those with acute mental health and/or substance use concerns. Develops plans to support these clients, including treatment plans as warranted or referrals for services, and ensures Case Managers account for mental health issues in their service plans.
- Provide individual counseling and crisis intervention to CJM housing program clients.
- Maintains complete and up to date client records, both paper and electronic formats, including progress notes and all other client interactions.
- Communicates and collaborates with key agencies such as State and Federal Probation & Parole and the Veterans Administration to ensure clients mandated to participate in counseling are complying and that their needs are met successfully.

#### Training and Staff Support

- Provide clinical support and insight to housing program staff and work as a team to improve client relations and outcomes.
- Provide training and act as a resource to staff on mental health and trauma, supporting staff to be responsive to mental health needs and trauma informed in their approach to clients.

#### Reporting/Certification

- Report to CJM leadership on mental health needs, services provided, outcomes, and trends to guide management decisions regarding mental health programming.
- Complete all required paperwork for clients engaged in individual counseling (screenings, Informed Consent, Mental Health Assessment, Treatment Plan, Aftercare Plan, Discharge Summary).

- Act as mandated reporter if presented with any evidence of child/elder abuse or neglect
- Adhere to the ethical and professional standards of the American Counseling Association and the National Board for Certified Counselors

#### Networking/referrals

- Develop and maintain referral relationships with key resources such as BJC Behavioral Health, Hopewell Center, Places for People, substance abuse treatment centers, and Vocational Rehabilitation.
- Coordinate referrals for all housing clients as needed for mental health, psychiatry, substance abuse treatment, and Vocational Rehab.

### **KNOWLEDGE & EXPERIENCE WORK REQUIREMENTS**

- A master's degree or equivalent in related clinical field
- Current Missouri state counseling licensure credentials preferred
- Five years' experience in a non-profit, social work or criminal justice setting is preferred
- Ability to use the basics of technology (Microsoft Word, Excel, internet and email, etc.)
- Ability to effectively work with clients, staff, volunteers, visitors, and outside agencies with supervisory skills / management skills

### **SKILL & ATTITUDE REQUIREMENTS**

- Interpersonal relational skills and ability to successfully network with other organizations
- Respects privacy/confidentiality of clients; can build a relationship of trust
- Sensitive to cultural diversity of clients, staff, and Board
- Understanding of the Missouri Department of Corrections and United States Probation System

### **WORKING CONDITIONS & PHYSICAL REQUIREMENTS**

This position is based in the offices of CJM, with regular travel to client apartments and other locations in the city. Regularly communicates with staff, clients, other agencies, and the public via phone, e-mail, online meetings, and in-person. Regional or out-of-state travel may be required for meetings or conferences. The position requires regular use of a phone, computer, and other office equipment. Must be able to move within multiple story buildings without elevators.

Occasional weekend and evening work for events, meetings, or to respond to emergent needs of clients.

Valid driver's license and reliable personal transportation.

CJM does not discriminate in hiring and is an equal opportunity employer. This position is hired at-will.

To apply, submit resume and cover letter to [apply@cjmstlouis.org](mailto:apply@cjmstlouis.org).