

Job Title: Mental Health Liaison

Department: Police

Status: Full-time

Salary Range: \$44,811-\$50,975

Job Description: see below



Candidates should submit cover letter and resume to Human Resources Director Sherry Lewis via email: [lewiss@huntingtonwv.gov](mailto:lewiss@huntingtonwv.gov). They may also apply in person at City Hall, Room 145 – HR Office, or complete the online application at [www.cityofhuntington.com](http://www.cityofhuntington.com). Click on “City Government,” and then “Employment Opportunities.” Applications/resumes will be received through the close of business on Monday, October 7, 2024.

### MENTAL HEALTH LIAISON

Job Category: Administrative  
Department: Police

Job Code No.: PD-11  
Pay Grade: A12  
FLSA Status: Nonexempt

### NATURE OF WORK

This is a responsible administrative position in a unit at the Huntington Police Department whose goals are connecting individuals experiencing substance use or co-occurring disorders with crisis intervention, resource navigation, and treatment support. The employee provides support services, manages administrative tasks, program logistics, and performs data analysis to support the Coordinated Care Unit (CCU).

Work is performed with independence requiring judgment and tact. The employee is responsible for providing information, guidance, or assistance, as well as coordinating mental health or substance abuse recovery services for citizens he/she encounters who are suffering from mental health crises. Responsibilities include data entry, record keeping, report preparation, and maintaining confidential information. Initiative and independent judgment are exercised within the framework of stated objectives, and established policies and practices. Major decisions affecting the CCU are subject to approval. The employee would be subject to call out and may have a work schedule outside of typical business hours.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Participates in the development of a program within the Police Department that effectively provides community resources to citizens.

Engages and communicates effectively with others, to include citizens, mental health service providers, judges, administrators, and law enforcement officers.

Communicates and collaborates with citizens on an ongoing basis using active listening skills, crisis intervention training, cultural competency and resource knowledge.

Arranges transportation for citizens on occasion.

Attends departmental meetings/trainings as required.

Prepares professional, quality reports and correspondence.

Adheres to confidentiality with information available through law enforcement resources as well as confidential information available through mental health consumer interaction.

Inputs and tracks data for grant purposes.

Promotes courtesy and professionalism throughout the City of Huntington.

Other duties as assigned.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a bachelor's degree in psychology, counseling or social work or criminal justice; minimum of two (2) years of experience in the mental health field, including crisis intervention work; or any equivalent combination of education and experience.

#### NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge in working with the mental health and substance use population.

Knowledge of City and departmental policies and procedures.

Empathy, compassion, resilience, problem-solving ability, and commitment to public safety and well-being.

Excellent organizational skills.

Skill in the use of standard office equipment.

Ability to analyze, examine, or evaluate data and prescribe appropriate action based on this information.

Ability to evaluate issues and make sound factual decisions.

Ability to communicate effectively, both verbally and in writing.

Ability to communicate effectively in group settings.

Ability to establish and maintain effective working relationships with employees, government officials, and the public.

Ability to handle confidential information in a discreet and professional manner.

#### SPECIAL REQUIREMENTS

A valid driver's license from the state in which employee resides.

Ability to attain certification in non-violent crisis intervention and CPR/FA within six (6) months from date of hire and to maintain certification throughout employment.

#### EQUIPMENT USED

Motor vehicle, telephone, computer, calculator, copy machine, and fax machine.

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects and to reach with hands and arms. The employee is frequently required to sit, stand, bend, kneel, walk, talk, see, hear, and smell.

The employee may occasionally lift and/or move up to 25 pounds.

#### WORK ENVIRONMENT

Typical office work includes collaborating with co-workers, analyzing data, attending meetings, and data entry.

Field work may include responding to diverse situations and locations, providing support and assistance alongside police officers. Additionally, work includes participation in community outreach and/or public education events to promote understanding and reducing stigma associated with mental health issues.

Depending on the location, field work may involve exposure to various weather conditions.

The noise level in the work environment is usually moderately quiet and moderately loud in the field.

#### SUMMARY

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the City of Huntington and the employee and is subject to change by the city as the need arises.