

Office of Public Instruction
PO Box 202501, Helena MT 59620-2501
Human Resource Office, 1227 11th Avenue, Helena, (406) 444-2673
Internal/External Job Vacancy Announcement

TITLE: Mental Health Wrap Around Specialist
STATUS: Permanent Contract, Full-time

ANNUAL SALARY: \$42,432.00

CLOSING DATE:

REQUIRED SUPPLEMENTAL QUESTIONS: Yes

POSITION NO: Rocky Boy Schools

DEPARTMENT: Office of Public Instruction

DIVISION: Indian Education

LOCATION: Rocky Boy, Montana

RETIREMENT: PERS

UNION: None

VEBA:

SPECIAL INFORMATION: This is a position that utilizes an employment contract with funding for approximately 12 months.

SPECIAL INFORMATION: This position is dependent on grant funding and utilizes an employment contract. Funding for this position is anticipated to be available through September 29, 2019. If additional funding becomes available the contract may be renewed or extended.

ADDITIONAL SALARY AND BENEFIT INFORMATION: This is a Public Employee or TRS Retirement position. Full-time employees earn 15 vacation days, 12 sick days, state holidays, health and dental benefits and life insurance. They also receive access to a defined benefit - contribution retirement. For more information click on the link <http://benefits.mt.gov/>

INSTRUCTIONS FOR APPLYING: Only the information you submit on your attached resume and supplemental questions will be reviewed to determine if you meet the qualifications. **The State of Montana Careers system application will not be considered in this process.**

To apply for this position you must attach the required resume and supplemental questions as separate documents. Supplemental questions located at the bottom of this job announcement are required. Materials not requested in this vacancy announcement will not be considered. (Example: Transcripts and Letters of Reference) Required materials must be received or postmarked by midnight (Mountain Standard Time) on the closing date in order to be considered.

Your resume must include the following information:

- All relevant work history, listing employment in chronological order in a month/year format with the most recent job first.
- Supervisor's name and phone number for each job.
- Detailed description of the duties for each job, including hours per week, and the reason why you separated.

"It is our mission to advocate, communicate, educate and be accountable to those we serve."

Applicants claiming employment preference are required to submit proper documentation to opipersonnel@mt.gov in order to receive any preferences. If you indicate your preference status while completing your application process, the system will generate an e-mail with instructions on how to submit the required preference documents.

IF YOU ARE VIEWING THIS JOB VACANCY ANNOUNCEMENT FROM OUTSIDE THE STATE OF MONTANA CAREERS SYSTEM, YOU MAY ACCESS THE SYSTEM WITH THIS LINK: <http://statecareers.mt.gov/>.

Procedures to be used in evaluating an applicant's qualifications may include, but not limited to, a resume, supplemental questions, an oral interview, skills based testing and reference checks.

If accommodation for disability is needed during the application or interview processes please contact the OPI Human Resource Office at (406) 444-2673 or opipersonnel@mt.gov.

The Montana Office of Public Instruction is an equal opportunity employer. Women (and/or) minorities are under-represented in this position and are encouraged to apply. Applicants must be eligible to work in the United States.

GENERAL DESCRIPTION OF DUTIES:

The primary purpose of this position is to ensure family and community involvement in program development, and in the implementation of wrap around services and integrated school-based mental health for children and families served in the Rocky Boy's Indian Reservation community in Montana. A primary task will be to increase, support and diversify family participation in individual child and family decision making, and in evaluation efforts with the effect of ensuring that practices reflect the family and community culture using the wrap around philosophy of care. This function is carried out through direct contact with family members, schools, tribal entities, service participants, mental health professionals, and advocacy organizations. Coordination with other state agencies, local and tribal government, private providers and individual practitioners, advocacy groups and other local stakeholders or contractors is expected.

Wrap Around Facilitator is the key family contact responsible for outreach efforts to family members and youth active in wraparound service provision. The Wrap Around Facilitator will:

- 1. Provide information and education to, and receive recommendations and feedback from family members, youth, school staff, and organizations who serve them to support meaningful participation in planning at the individual and system level in wraparound service provision.**
 - a. Provide wrap around facilitation for identified youth, maintaining a caseload of at least 8 families.
 - b. Support and mentor families and youth who wish to participate in the wrap around process.
 - c. Assist families and youth receiving services or in need of mental health services to connect with each other and to develop a support network.

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- d. Contact individual family members to provide information as requested about resources available or to listen to complaints/concerns about their experience.
- e. Directly assist family members at times by referring them to appropriate resources.
- f. Develop written guidance for families, youth and relevant stakeholders in schools and in the community to navigate the mental health system.
- g. Collaborate with school staff (e.g. school counselors, school psychologists, etc.) to embed the wraparound process in the systems and structures of the school to support youth with mental health needs.

2. Participate in and provide training

- a. Participate in wrap around facilitator training and mentoring processes for certification.
- b. Provide informational training sessions for school staff about mental health and the wrap around process as needed.
- c. Identify other training needs and recommend ways to address these.

3. Increase family and youth involvement in planning and policy making system.

- a. Provide recommendations to schools, child serving partner agencies and programs, tribal entities, providers of mental health services, and others about strategies for meaningful family and youth involvement in wraparound services and integrated school-based mental health.
- b. Assist with school, tribal, provider and agency training, conferences, meetings to increase the understanding of providers about the family's and youth's perspective and how to improve partnerships with family members and improve positive outcomes for youth.

COMPETENCIES:

- First hand knowledge and professional experience working with schools, tribes, and the children's mental health service system.
- Basic knowledge of the children's public mental health system, including wrap around and evidence based best practice models and approach.
- Willingness to become trained and to provide support through the wrap around process.
- Basic understanding of related systems including education, juvenile justice and corrections, tribes, substance abuse, vocational services, public benefits, and other systems and resources of interest to families and youth with serious emotional disturbance.
- Skill engaging and facilitating effective participation of youth and families in treatment planning, services recommendation, and system development.
- Skill in organizing and sequencing initial and follow-up contact with a variety of people, and in particular family members.
- Ability to provide effective training for family members.
- Strong ability to work independently and have self-direction.
- Good interpersonal skills and communication, including conflict resolution and engagement.
- Ability to work as a member of a team and collaborate effectively.
- Ability to respect and bridge cultural differences.

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- Demonstrated ability to maintain confidentiality of family and child-specific information.
- Attention to detail and ability to complete assignments within required timeframe.
- Ability to advocate for a position/idea effectively without creating unnecessary conflict.
- Can establish healthy professional boundaries and demonstrate self-care.

EDUCATION AND EXPERIENCE:

Prefers an applicant with a BA in human services field, but will accept a two year degree or vocational training. Will consider specific job related experience in exchange for the two year degree on a 3 year to 1 year basis. Preference will be given to individuals with a clinical license, but is not required.

- *{EXAMPLE: An Associate's degree in Computer Science or related field; and*
- *4 years' experience working as an IT professional in a related field; OR*
- *Alternate combinations of education and experience will be considered on a case by case basis.}*

SUPPLEMENTAL QUESTIONS: The supplemental question(s) are scored in a separate phase and are **required** for this vacancy announcement. **Supplemental questions are evaluated on their own merit without referring to your resume** so it is important to provide specific information regarding names of employers, dates, job titles, etc. List the position title and your name at the top of each page. The suggested response is a minimum of ½ a page, but no more than 2 pages per question.

Once you have answered the following supplemental questions, you must upload your responses into the State of Montana recruiting system.

1. Describe any relevant experience working in either the social services/mental health field or education, including duration. Specifically include any experience or knowledge of the Wraparound framework for supporting children and families.
2. Describe any experience in working with American Indian tribes, communities, education institutions, or organizations, including length of time.
3. (Do not delete) Mandatory Question "Do you want to be informed before we contact your present employer?"