**Position Description**

**Family Care Partner**

**Position Summary:**

The Family Care Partner (FCP) brings a key family perspective to clinical teams providing child and adolescent mental health integrated care (CAMHI), facilitating critical information sharing and care. That two-way process, clarifying communication about symptoms, diagnoses and treatment planning, enhances engagement between parents and clinicians, so that children and youth are more likely to receive needed mental health services.

* Responsible for providing and coordinating effective screening and interventions for high prevalence developmental, substance use, mental and behavioral health conditions in a primary care setting
* Works collaboratively with a team to provide evidence-based services to primary care patients

**Requirements:**

* Bachelor’s degree in social work, counseling, health education, psychology, public health, behavioral health or other health-related field
* Minimum 2 years in relevant setting (health care, behavioral health, or community organizations)
* Related experience advocating for children and families and collaborating with clinicians and/or other professionals
* Strong knowledge of child mental health treatment and resource options

**Desired Skills, Attitudes, and Experience:**

* Strong interpersonal and facilitation skills
* Clinical skills or aptitude in problem-solving and behavioral change strategies appropriate to children and families
* Ability to represent "family voice" on the clinical and leadership teams when interventions are being discussed
* Ability to rapidly assess patient's presenting problem(s)
* Ability to communicate clearly and effectively with families, medical professionals, behavioral health professionals and school administrators and personnel
* Ability to serve as a critical liaison to facilitate connections between people in a collaborative role
* Ability to provide accurate feedback about alcohol/drug use without judgment or discomfort
* Experience as a parent or caregiver of a child with special health care needs strongly desired
* Understanding of DCF mandated reporting law
* Ability and willingness to function independently and proactively in a primary health care setting
* Ability to maintain a professional stance if conflicts arise with other staff
* Flexibility to adapt to interruptions, unexpected additions to schedule.
* Computer literacy including effective use of the internet,Microsoft Office and Google programs, and electronic medical record notes
* Excellent communication skills in English
* Ability to speak Spanish, Portuguese or Haitian Creole desired

**Primary Responsibilities:**

* Identify support services for children and families based on the CAMHI team's evaluation of the child's needs
* Coordinate resource information, service recommendations and appropriate care through effective communication with the integrated clinical team, family, PCP, school administrators/personnel and external providers
* Attend regular meetings with physicians and other staff at the clinic, to hear their concerns on behalf of families who may have missed an appointment, not connected with a referral or who are otherwise at-risk
* Assist with parent communication during Initial Child Mental Health Consultation visits at Pediatric Clinic, as well as any follow-up episodes; including identification of areas of disagreement or confusion on the part of the family
* Follow-up with identified families, either at the clinic or in their homes, at the request of the clinical team, regarding the child's mental health status or treatment needs
* Track and follow up on referrals to ensure families are connected with services
* Clearly and effectively communicate information to the CAMHI team (and document in the EMR) so that the plan can be clarified or changed to better fit the family's needs, or other steps taken to improve family engagement
* Utilize a population registry to provide outreach, coordinate care, and systematically review the caseload with clinical team members
* Engage in systematic screening of children and adolescents for mental, behavioral and developmental health conditions, including depression, anxiety, unhealthy alcohol and drug use, using evidence-based screening forms
* Use a variety of educational materials, brief intervention techniques, and community resources to engage patients and support families in coping with mental health symptoms
* Maintain accurate and up-to-date records and standardized data on all patients.
* Engage in program development activities as needed
* Identify and report suspected abuse or neglect of minors to DCF