

DUTY STATEMENT
Mental Health Services Oversight & Accountability Commission

| PART A | |
|---|--|
| Mental Health Fellow Peer | |
| Position No: 475-550-4660-XXX | Date: 4/18/24 |
| Class: Special Consultant Fellow Peer | Name: |
| Subject to Conflict of Interest: Yes | CBID: E Workweek Group: E |
| <p>Under the general direction of the Chief of Community Engagement and Grants, the Mental Health Fellow (Peer) renders expert assistance as a consultant on Mental Health programs and performs other related work. The Fellow will use their voice and expertise as a mental health or substance use disorder peer to infuse best practices into the Commission’s policy-making, programs and planning activities. The Fellow will utilize their crucial perspective to ensure the work of the Commission is relevant, timely and reflective of needs and emerging trends in the mental health field.</p> | |
| Percentage of time performing duties: | ESSENTIAL FUNCTIONS |
| 25% | Provide expertise and perspective to the Chief of Community Engagement and Grants in the areas of Community Advocacy, Peer Support, Peer Respite, Triage Crisis Services, and the Mental Health Student Services Act. This may include reviewing draft language of Request for Applications for various Mental Health grant programs and participating in the grant award process. Review reports and materials submitted by grantees and use their expertise and perspective to make recommendations for technical assistance strategies. |
| 25% | Collaborate and coordinate on the full array of Commission functions and operations including Research and Evaluation, Program Operations, Community Engagement and Grants, Communications and Legislation to identify and implement strategies and activities to support Commission initiatives, policy projects, community activities and strategic plan goals. Recommend strategies for more effective community engagement and help the commission develop best practices for including the perspective of individuals with lived experience of mental health disorders. |
| 25% | Provide expertise and perspective to the Consulting Psychologist and Administrative Services to make recommendations on the design and implementation of the Commission’s Racial Equity Plan, Workplace Mental Health project and related work. |
| 20% | Design and complete a self-directed project. |
| NON-ESSENTIAL FUNCTIONS | |
| 5% | Other duties as required. |

OTHER

Telework is available with in-person meetings as required.

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|---|--------------|---------------|------------|------------|-------------|
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| PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS | | | | | |
| Activity | Not Required | Less than 25% | 25% to 49% | 50% to 74% | 75% or More |
| VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents. | | | | | x |
| HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information. | | | | | x |
| SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings. | | | | | x |
| WALKING: Within the department to various units. | | | x | | |
| SITTING: Work station; meetings; training. | | | | x | |
| STANDING: Copy documents; review records. | | x | | | |
| BALANCING: | | x | | | |
| CONCENTRATING: Review documentation for accuracy; complete forms; calculate pay, time and attendance; research laws, rules and/or processes. | | | | x | |
| COMPREHENSION: Understand contracts and budgets as it relates to the position | | | | | x |
| WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance. | | | | | x |
| LIFTING UP TO 10 LBS: | | x | | | |
| LIFTING 10-25 LBS: | x | | | | |
| LIFTING 25-50 LBS: | x | | | | |
| FINGERING: Push telephone buttons, calculator keys, and computer keyboard. | | | | x | |
| REACHING: Answer telephone; use a mouse; retrieve documents from printer. | | | | x | |
| CARRYING: Transport documents. | | x | | | |
| CLIMBING: Stairs. | | | | | |
| BENDING AT WAIST: Use copier; access low file drawers. | | x | | | |
| KNEELING: Access low file drawers. | | x | | | |
| PUSHING OR PULLING: Open and close file drawers. | | x | | | |
| HANDLING: Sort paperwork; distribute mail. | | x | | | |
| DRIVING: Special events. | | x | | | |
| OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine. | | | | | x |
| WORKING INDOORS: Enclosed office environment. | | | | | x |
| WORKING OUTDOORS: Special events. | | x | | | |
| WORKING IN CONFINED SPACE: File, supply, storage rooms, etc. | | x | | | |

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____