



Staff JOB DESCRIPTION

Form: HRF5005, Ver. 1, Revised 07/12/2013

DATE:	7/20/2017	POSITION #:	CPA007
NAME OF INCUMBENT(S):			
JOB TITLE:	PT Administrator, Mental Health and Aging		
DIVISION:	Health and Human Services		
DEPARTMENT:	Mental Health and Aging Program		
PAY TABLE/LEVEL/GRADE:	III	REPORTS TO:	CFA015

STATUS: Please click the appropriate boxes that apply.

- Bargaining Unit: AFT

 Individual Position

 Part-Time: 20 Hours/Week
 Non-Bargaining

 Pooled Position:
 Provisional/Grant Funded

 _____ No. of Employee if this position is pooled.

JOB SUMMARY: (This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC.)

This part-time grant funded position assists with, and contributes to, the activities of the Mental Health and Aging Project (MHAP). MHAP provides clinical education programs, consultation, and a resource library for master’s prepared mental health professionals serving older adults through Michigan’s public mental health system and aging network. This position is responsible for managing the process for granting continuing education credits for professionals. The individual contributes to the development, coordination, and implementation of clinical trainings. In addition, this position is responsible for identifying new clinical resources, managing the MHAP professional library and the MHAP webpage. This position requires a person with extensive knowledge and experience in aging and mental health, and current treatment modalities. (This is a part time position assigned 100% to the MHAP which is funded by the Michigan Department of Community Health.) This position does entail a small amount of overnight travel to various locations in Michigan throughout the year.

DIRECT REPORTS: (If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised).

Direct Report(s):	None
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ESSENTIAL DUTIES AND RESPONSIBILITIES: Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. reconciles grant fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.

%	No	Essential Duties and Responsibilities
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<u>50</u>	1	Collaborate on the development, coordination and implementation of clinical conferences, trainings, meetings, and gerontology seminars presented by the Mental Health and Aging Project (MHAP). Analyze evaluation data from these programs and prepare required reports.
<u>20</u>	2	Manage the process for granting continuing education credits for professionals attending MHAP conferences/trainings/programs. Ensure compliance with State continuing education accrediting requirements to assure programs and presenters meet the requirements.
<u>20</u>	3	Assist in the identification of professional clinical resources and development of content for the MHAP webpage. Review, evaluate, and write summaries of professional literature and AV materials
<u>10</u>	4	Manage the MHAP library and resource files. Analyze current clinical trends, review, assess, and make decisions for the purchase of additional resources and materials.

CORE COMPETENCIES. *Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.*

- Knowledge and experience in the field of aging and mental health. Knowledge of the state mental health system and experience with severe and persistent mental illness preferred.
- Ability to work both in a team and individually to manage multiple projects simultaneously.
- Excellent written and verbal communication skills.
- Excellent organizational skills.
- Proofreading skills.
- Computer knowledge helpful.
- Ability to work collaboratively with others and provide input to ensure the goals of the grant are met.
- Workforce development experience helpful.

EDUCATIONAL/EXPERIENCE REQUIREMENTS: *Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.*

Required:

Bachelor's Degree in social work, counseling, or a related human services field that includes coursework in gerontology on the transcript from a regionally accredited college or university; with a minimum of 4 years of experience working with older adults, preferably individuals with mental illness, dementia, or intellectual/developmental disabilities; OR Bachelor's Degree in social work, counseling, or a related human services field with significant years of experience working with older adults with mental illness, dementia, or intellectual/developmental disabilities.

Strongly Preferred:

Master's Degree in social work from a regionally accredited college or university, Prefer additional course work in gerontology and prefer three (3) years of experience working with older adults with mental illness, dementia, or developmental disabilities.

PHYSICAL AND MENTAL REQUIREMENTS: *Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position's functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Go to the ADA Checklist.***

WORK ENVIRONMENT: *Complete the work environment characteristics on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Go to the ADA Checklist.***

Incumbent's Name (if any).		Incumbent's Signature*		Date
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Supervisor's Name	<u>Alicia Hostetler</u>	Supervisor's Signature*	Date
Dean/ELT's Name	<u>Margherita Clark</u>	Dean/ELT's Signature	Date
<i>Note: Signature means approval, otherwise return for signatures.</i>			
Human Resources Rep.		HR Rep Signature	Date
<i>Note: Position description to be reviewed annually, upon posting or transfer of person or position.</i>			

Lansing Community College

ADA Compliance Job Description Checklist

The immediate supervisor is responsible for completion of this form. Fill in more information as needed that apply to the essential job duties of the attached job description.

Position #: CPA007

Date: 6/8/2017

Supervisor's Position #: CFA015

Materials Used:

Standard Office Equipment:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Computer keyboard, mouse, screen (either desktop or laptop) | <input checked="" type="checkbox"/> Paper and Pencil/pen |
| <input checked="" type="checkbox"/> Various software (spreadsheet, word-processing, web-base, other media) | <input checked="" type="checkbox"/> Projector and Screen |
| <input checked="" type="checkbox"/> Telephone, blackberry, fax | <input checked="" type="checkbox"/> Copier, collator, reproduction |

Others, please list:

Standard Trades Equipment:

- Carpentry Electrical Plumbing

Others repair/maintenance tools, please list:

Mental Functions:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Comparing (compare/contrast data, people, things) | <input checked="" type="checkbox"/> Copying (entering, posting, transcribing data) |
| <input checked="" type="checkbox"/> Synthesizing (combine data, concepts, interpretations) | <input checked="" type="checkbox"/> Analyzing (examine, test data, present alternative actions) |
| <input type="checkbox"/> Computing (math calculations or carrying out formula operations) | |
| <input checked="" type="checkbox"/> Compiling (gathering, classifying, evaluating data, people, things) | |

Auditory Functions:

- Talking (express ideas, thoughts, languages, conveying details, accurately, loudly, quickly)
- Hearing (receive details through oral communication, make fine differences in sound with other sound interference e.g. running machines, other people)

Visionary Functions:

- Near acuity (at 20 inches or less when minute accuracy is essential)
- Far acuity (more than 20 inches when day and night/dark conditions are essential)
- Depth perception (3 dimensional vision, judge distances, space)
- Color vision (distinguish colors)
- Field of vision (up-down and right-left)

Smell and Tasting Functions:

- Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

Movement, Strength, Repetition Functions:

- | | | | | |
|--|-----------------------------------|-----------------------------------|--|------------------------------------|
| <input type="checkbox"/> Climbing | <input type="checkbox"/> Kneeling | <input type="checkbox"/> Reaching | <input type="checkbox"/> Balancing | <input type="checkbox"/> Crouching |
| <input checked="" type="checkbox"/> Grasping | <input type="checkbox"/> Stooping | <input type="checkbox"/> Crawling | <input checked="" type="checkbox"/> Picking/Typing/Keyboarding | |
| <input type="checkbox"/> Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of the time) | | | | |
| <input checked="" type="checkbox"/> Light (exert up to 20 lbs of force to lift, carry, push, pull, move object; walk/stand occasionally) | | | | |
| <input type="checkbox"/> Medium (exert 21-50 lbs of force, walk/stand frequently) | | | | |
| <input type="checkbox"/> Heavy (exert 51-100 lbs of force, walk/stand routinely) | | | | |
| <input type="checkbox"/> Very Heavy (exert over 100 lbs of force, walk/stand routinely) | | | | |

Environmental Conditions:

- | | | |
|--|---|---|
| <input type="checkbox"/> Weather (rain, snow, wind) | <input type="checkbox"/> Vibrations | <input type="checkbox"/> Extreme cold (inside, outside) |
| <input type="checkbox"/> Hazards (fumes, odors, dust, toxic chemicals, allergens, | | |
| <input type="checkbox"/> Extreme heat (inside, outside) | <input type="checkbox"/> Extreme noises | <input type="checkbox"/> Confined/restricted spaces |
| <input type="checkbox"/> Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation, shock) | | |