



## Job Description

Position Title: Outreach Specialist/ Diversion Coordinator

Reports to: Todd McDaniel Omak City Administrator

Job Type: Full-time (40-hour per week) non-permanent, non-exempt; flexible with occasional weekend and nightshifts as needed.

### **Position Summary:**

Responsible in assisting the police department with providing diversion services and coordinating with Network Programs to provide care coordination for persons experiencing acute emotional crisis, substance use disorder, and homelessness.

### **Essential Duties and Responsibilities:**

#### Law enforcement/Jail Diversion

- Act as a liaison between law enforcement agencies, Jail Administration, and Mental Health Services.
- Liaison should occur between the Omak Police Department, the Okanogan County Sheriff's Office, Colville Tribal Police Department, and the Okanogan County Prosecutor's Office.

#### Community Liaison

- Act as a liaison to Okanogan County Behavior Health (OBHC), the Colville Confederated Tribe Services and other community social and support services for the continued care of individuals.

#### Data Collection and Reporting

- Process reports, review with Sergeant's individuals who may be served by evaluation.
- Track persons or cases through the diversion and service evaluation.
- Provide updates to the City Administrator and Chief of Police on program accomplishments and needs.

In coordination with Treatment Facilities/Emergency Room, Outreach Specialist/ Diversion Coordinator will:

- Present case histories, coordinate requested assessments, documentation, hospital transfer paperwork.

Further, the Outreach Specialist/ Diversion Coordinator will:

- Complete necessary paperwork as required, meeting established timelines and making authorized entries in the record systems.
- Follow procedures for release of information and maintains complete and accurate records and reports.
- Foster teamwork and a cooperative effort for diversion and resource allocation.
- Maintain confidentiality in accordance with HIPAA regulations and RCW 70.02.230, and educate individuals on matters requiring informed consent.
- Work with community providers to support creative utilization of community resources; request staff use of specific assistance as need to support management of individuals with mental illness or acute emotional distress in the community.
- Support and model engagement with individuals with serious mental illness.
- Model assertive outreach ethic for team members.
- Advocate for the persons served when the need exists.
- Promote and teach advocacy skills to staff when needed.
- Search for and submit grant funding opportunities.
- Performs other duties as assigned.

**Job Requirements:**

The following are those that are normally required for performance of this position. Any disabled applicant or incumbent who does not meet one or more of the physical requirements, but who can perform the essential functions of the job (with or without reasonable accommodations) shall be deemed to meet these requirements.

**Physical Requirements:**

This position normally requires the physical demands of standing, walking, bending, lifting or performing other work requiring low physical exertion, talking and hearing on a regular basis to perform the job requirements. These physical demands are required up to 80% of the time. Position also requires the ability to drive with adequate vision.

**Non-Physical Requirements:**

Education: An Associate's Degree in Social work, Social Behavioral Sciences or equivalent or a minimum of one-year field experience in acute crisis response.

Special Skills required:

- Knowledge of Behavioral Health Care delivery to adults and children
- Knowledge of Diversion services
- Ability to work with others to accomplish objectives and achieve expected results
- Knowledge of Designated Crisis Responder protocols.
- Strong crisis assessment and stabilization skills
- Possess good verbal and written communication skills
- Uses a computer and systems effectively and adheres to the City of Omak and Omak Police Department policies and procedures

- Recognizes cultural, racial, and other issues that impact treatment, relationships, communications, and integrates that knowledge to work effectively with different cultures
- Ability to work independently and as a team member
- Promote a positive work environment
- Ability to represent the City of Omak and the departments in a professional manner within the community
- Ability to work beyond 40 hours when needed as part of salaried and exempt position
- Attend law enforcement training in Crisis Intervention Training, Patrol Tactics, Social awareness training

**Requirements:**

- Hold a valid driver’s license
- Successfully pass a background check for CJIS standards
- Actively working toward completion of a degree or other case management training and certification
- Must be at least 18 years of age.

**Acknowledgement**

This job description is intended to provide an overview of the requirements and essential functions of the position. The position may require other essential or non-essential functions, duties, and/or responsibilities not listed. It is the right of the City of Omak to change or add essential or non-essential functions, tasks, duties, and responsibilities at any time. **Signing this job description does not constitute a contract or create any obligation by either the City of Omak or the employee for continued or future employment. Employment with the City of Omak is “At Will” and may be terminated by the employee or the City of Omak with or without notice or cause.**

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Employee Signature

\_\_\_\_\_  
Date

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Supervisor Signature

\_\_\_\_\_  
Date