

**MAJOR FUNCTION**

This is responsible, specialized, and professional work developing, implementing, and coordinating comprehensive wellness and mental health education programs and services to improve the health of participants of the City's senior, service, and community center programs. Work may involve maintaining relevant health-related files on participants served, coordinating program volunteers, and collaborating with community health and social service agencies. Work is performed under the general supervision of a higher-level manager; however, the employee must exercise considerable independent judgment and initiative, as work may involve complex and significant variables. Results are reviewed through conferences, reports, and achievement of desired objectives.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**

Facilitates preventive and mental health screenings. Provides individual medical and health-related assistance, and/or mental health counseling. Coordinates a broad range of health education programs and activities, which may include national Evidenced-based programs. Facilitates activities to promote social engagement. Participates in community outreach opportunities and maintains relationships with community health and social service providers. May assist with complex behavior issues as needed. Manages program budget and grant funds. Manages program volunteer staff. If Registered Nurse, assist program participants with medication management, nutrition information, and fitness interests. May administer medical treatment to program participants when necessary when attending an activity. If Mental Health Counselor, provides individual and group counseling.

**Other Important Duties**

Completes special projects as assigned. May assist with preparing grant proposals as it relates to specialty programs, services, and events. Attends departmental, divisional, and unit staff meetings. Serves on ad hoc committees to represent interests of area of responsibility. Assists with special events. Attends conferences and workshops to increase general and specific knowledge of areas of responsibility. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

May specialize in geriatric, adult or pediatric health maintenance and wellness and/or mental health. Knowledge of community resources relative to physical, mental, and behavioral health care. Ability to assess and analyze a situation and conditions and apply sound nursing and/or counselling principles in making decisions. Ability to develop strategic plans for services, activities, and programs to promote optimal quality of life and wellness. Ability to communicate effectively orally and in writing. Ability to coordinate the efforts of and supervise volunteer staff to accomplish objectives. Ability to prepare and maintain files and statistical reports. Ability to establish and maintain relationships necessary for successful job performance. Ability to keep informed of developments in the relevant medical and mental health fields. Skill in the operation and use of microcomputers and associated databases, applications, software programs and peripherals necessary for successful job performance.

Registered Nurse: Considerable knowledge of nursing theory and practices. Considerable knowledge of drugs/medications and their effects. Ability to evaluate illnesses and injuries, administer first aid for minor injuries or, on examination, make proper physician referrals.

Mental Health Counselor: Considerable knowledge and experience in the mental health field and with individual and group counseling and social work.

**Minimum Training and Experience**

Registered Nurse: Possession of an Associate's degree in nursing and three years of professional nursing experience.

Mental Health Counselor: Master's degree in social work, mental health counseling, or marriage and family therapy, and three years of professional counseling experience. Preference may be given to a License Clinical Social Worker.

Necessary Special Requirement

Registered Nurse: Must be licensed in the State of Florida

Must possess a valid class "E" State driver's license at time of application.

Established: 12-19-05

Revised: 11-17-21