

## **Job Description – Mental Wellness Advocate**

### **Position Summary:**

The purpose of the Mental Wellness Advocate is to ensure that Exodus's clients have access to linguistically appropriate, culturally aware, and trauma informed mental health services in Indiana. This will include assisting clients in navigating and maintaining health insurance to be able to connect with mental health providers and connecting clients to services. All services will be documented appropriately and recorded in compliance with the funding associated with the position.

### **Responsibilities:**

1. Connect Exodus clients seeking mental health support to appropriate community services.
2. Ensure successful connection to services by addressing client barriers, including language, lack of health insurance coverage, transportation, and paperwork requirements.
3. Expand Exodus's mental wellness referral network by staying up to date on appropriate providers in areas that serve both insured and uninsured clients.
4. Maintain a referral database of external agency contacts and resources ensuring information is accurate and up to date.
5. Document services provided to clients in accordance with all grant requirements and agency policies and procedures.
6. Maintains knowledge of Indiana public assistance benefits processes and requirements
7. Provide limited case management services to assist clients with obtaining/maintaining health coverage and other basic needs
8. Secure interpretation when working directly with clients with limited English proficiency
9. Attends weekly staff and team meetings
10. Participate in Exodus staff training and development activities
11. Participate in Emergency and Airport rotation
12. Perform other duties as may be required by the supervisor
13. Report to the Director of Supportive Services

### **Position Criteria:**

- Experience working in multi-cultural settings and working with diverse clientele.
- Bachelor's degree in social work or a related field, preferred.
- Familiarity with the local social services community
- Must be able to effectively communicate with clients of diverse cultural and language backgrounds and be comfortable with the use of interpreters.
- Must be able to work occasional hours outside of normal business hours.
- Must be a self-starter with a high level of organizational skill, flexibility, and commitment to immigrants of humanitarian concern.
- Must be able to function as part of a team.
- PC proficiency in Microsoft Office Suite.