

Schedule A/B
Position #OCDMH0026
Resource Assistant

The purpose of this Schedule A/B is to delineate the Scope of Services to be provided by CONSULTANT'S name ("CONSULTANT") to the County of Orange Department of Mental Health ("COUNTY") as well as the Fees and Expenses to be paid from the COUNTY to the CONSULTANT for services rendered in accordance with the terms and conditions specified in this Schedule A/B, the Orange County Department of Mental Health Contract Services RFQ #OCDMH-CS-23 and the Agreement for Consultant Services ("Agreement").

CONSULTANT RESPONSIBILITIES

- 1) CONSULTANT shall meet the following qualifications:
 - Minimum Associates Degree
 - Experience working with children on the autism spectrum with challenging behaviors
 - Possess a valid driver's license

- 2) CONSULTANT shall possess the following skills:
 - Working knowledge of evidence-based practices designed to improve outcomes for children on the autism spectrum
 - Exceptional organizational, communication and research skills
 - Experience with various software applications such as Adobe, Excel and Boardmaker
 - Ability to effectively communicate and interface well with professionals and parents

- 3) CONSULTANT will provide support services to the Coordinated In-Home Supports Project and the Child and Family Clinical Resource Team including but not limited to the following:
 - coordinate, manage and facilitate communication and information flow between and amongst the various components of the CIHS project—the clinical team, mentors employed by six provider agencies and their supervisors, the families served; and
 - develop and maintain systems to manage and track information; and
 - create, maintain, and organize resources, supports, and tools such as picture schedules, social stories, power cards, activities, community venues, etc. and
 - event and activity planning; and
 - support mentors and team members as needed
 - make in-home and community observations and collect data; and
 - respond to inquiries via phone, email, and forum posts in a timely fashion; and
 - other project work as needed

4) Service Hours/Units

CONSULTANT shall provide up to _____ hours of services per week for 50 weeks per year. Hours shall be agreed upon by the COUNTY and CONSULTANT on an annual basis. No guarantee of the number of hours of service/coverage is made by the COUNTY.

No additional time by CONSULTANT shall be compensated without prior written approval of the Department of Mental Health and, if such time exceeds the not-to-exceed cost in Article 4 of the Agreement, such approval will also require a written amendment executed by the County Executive and CONSULTANT.

5) Service Location(s)

Services will be provided throughout Orange County and at the Orange County Administrative Offices located at 30 Harriman Drive in Goshen but there may be a need to travel to other locations to conduct activities as delineated above. The COUNTY reserves the right to change service locations during the term of the Agreement on an as needed basis. CONSULTANT agrees to work in any service location within Orange County.

6) Billing for Services

CONSULTANT shall invoice the COUNTY on at least a monthly basis, with adequate supporting documentation as applicable, in accordance with Article 3 of the Agreement.

COUNTY RESPONSIBILITIES

The COUNTY shall:

- allow use of equipment such as the copy machine, projector, computers etc. and access to supplies as needed and with prior permission; and
- for services rendered and properly invoiced in accordance with the terms and conditions specified in this Schedule A/B, RFQ #OCDMH-CS-23 and the Agreement, compensate CONSULTANT at \$ _____ per hour.