

Schedule A/B  
POSITION #OCDMH0037  
**Special Project Assistant & Family Navigator**

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:

- Parent of a child or young adult with a developmental disability; and
- Ability to run all software applications required for the job from home; and
- Possess a valid driver's license; and
- Pass required background check(s).

2) CONSULTANT shall possess the following skills:

- Working knowledge of evidence-based practices designed to improve outcomes for children and adults on the autism spectrum; and
- Understanding of the educational and developmental disabilities systems in Orange County including services, providers, policies and protocol; and
- Exceptional organizational skills; and
- Experience with various software applications such as Adobe, Excel, electronic records; and
- Ability to effectively communicate and interface well with professionals and parents

3) CONSULTANT will provide support services to the Developmental Disabilities Division including but not limited to the Coordinated In-Home Supports (CIHS) Project, the Clinical Resource Team and the Orange County Community Supports Initiative (OCCSI) and provider information/referral including, but not limited to the following:

- coordinate, manage and facilitate the flow of communication between and amongst the clinical team, families, community support providers and care managers involved with the CIHS Project; the team, families and care managers served through the Family Support grant; and
- maintain client records in AVATAR and other locations; and
- coordinate the creation and maintenance of reports needed with county employees; and
- maintain and organize information, team resources and tools; and
- organize annual training and maintain training records for all mentors; and
- provide forms, picture schedules, icons to mentors, parents, team members as requested; and

- respond to inquiries via phone, email, and forum posts in a timely fashion; and
- assist families seeking services/support and direction to navigate the system by providing information on a variety of topics including but not limited to the developmental disabilities system in Orange County, NYS OPWDD eligibility, etc.; 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.