

Schedule A/B
POSITION #OCDMH0025
POSITION
Forensic Connections Care Coordinator

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-18 and the Agreement for Consultant Services ("Agreement").

CONSULTANT RESPONSIBILITIES

1) CONSULTANT shall meet the following qualifications:

- Bachelor's Degree Required in Social Work or related field.
- Master's Degree and / or CASAC preferred.
- Two years substance abuse/mental health experience required.
- Possess at least two (2) years' experience in forensic mental health or related experience; 2 year experience working with substance abuse population; preferred specialty with woman and children.

2) CONSULTANT shall possess the following skills:

- Experience with various software applications.
- Experience with electronic record keeping.
- Ability to effectively communicate and interface well with the public.
- Effective writing skills.
- Sound professional judgment.

3) CONSULTANT will be responsible for the following activities and duties including, but not limited to, the following:

- Market and Promote the Forensic Connections Program to enhance appropriate referrals to the program.
- Conduct face to face assessments/interviews of the assigned individual/client as needed;
- Facilitate transportation to treatment and/or medical care and/or drug testing; assisting in accessing educational and/or vocational instruction; accessing respite; employment, daycare, crisis specialists etc.
- Utilize required assessment tools such as the DLA 20, Modified Mini Screen, mental health Screening Form-III, CAGE adapted to Include Drugs (CAGE-AID), Simple Screening Instrument for Alcohol and other Drugs (SSI-AOD), Center for Epidemiological Studies Depression Scale (CES-D-Scale), Life

Events Checklist, PTSD Checklist (PCL), the Social Interaction Anxiety Scale (SIAS) and promote evidence-based practices as needed.

- Communicate with collateral sources when possible and indicated; and
- Deliver a written report in the prescribed format which meets the requirements outlined in federal funding from the USDOJ, the Court System and OCDMH in accordance with county policy and procedures; and
- Be available to appear in court to provide testimony with regard to the clinical opinion expressed in the written report when ordered by a judge or justice of a court of law; and
- Attend related meetings and trainings as scheduled by the COUNTY; and
- Possess a valid picture government identification; and
- Respond to inquiries via phone and email in a timely fashion; and
- Effectively communicate and interface with professionals and those served.

Service Hours/Units

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.

Billing for Services

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

COUNTY RESPONSIBILITIES

The COUNTY will:

- allow use of equipment such as the copy machine, fax, computers, etc. and provide access to supplies as needed and with prior approval; and
- Compensate CONSULTANT at \$ per/hr. (inclusive of travel).