

## **Mental Health Team Leader**

**The objective of the Mental Health Team Leader is to assure that the overall purpose and function of their area operates and is maintained appropriately.**

**Qualifications:** Licensed social worker, psychologist or psychiatrist.

**Reports To:** Special Needs Supervisor

### **Immediate Actions**

- Arrive at assigned site 1.5 hours prior to start time and check in.
- Receive briefing from Intake Supervisor.
- Where proper ID/Vest.
- Review POD Manual.
- Review this Job Action Sheet.
- Learn site surroundings for work stations, offices, lavatories, first aid and break rooms, and understand role.
- Review dispensing site ICS chart.
- Assist in setting up dispensing site operation.
- Ensure that all supply, equipment and staffing levels are appropriate for your area of responsibility at the beginning and end of each shift and request additional resources as required.
- Distribute Job Action Sheets to staff.
- Provide staff with pens, information sheets and educational materials (scripts).
- Briefs staff upon arrival and at regular intervals. Briefings include:
  - the communications protocol
  - a facility overview including locations of stations, restrooms, break rooms, emergency exits, etc.
  - an overview of pertinent or unique cultural or local considerations
  - specific duty assignments
  - any news or updates on the situation
  - instructions or changes to instructions regarding chain of command, shifts, shift change procedure, schedules, etc
  - the schedule for the next briefing.
- Establishes chain of command and performance expectations:
  - The staff reports to and takes instructions from you.
  - Questions, problems or incidents are reported to you.
  - To ensure consistency in performance and information at the site, the staff does not make decisions on their own other than those listed in the position checklist.

## **On-Going Actions**

- Orient and deploy staff in your area and provide technical support to your team
- Maintain a high quality, professional and smooth flow of area
- Provide assistance regarding the logistics of area (i.e., obtaining consent for persons who cannot sign for themselves)
- Maintain a constant presence in your area of leadership
- Communicate staffing and supply needs to the Special Needs Supervisor
- If a client exhibits any questionable signs or symptoms request a Runner to escort the client to the sick assessment area for evaluation.
- Assure clients are offered a quiet and calm area away from distractions
- Offer counseling to clients [sensitivity to fears of disease and/or medications should be considered]
- Assess clients and triage appropriately
- If medication is indicated, ensure person obtains prophylactic medication from Special Needs area.
- Contact Emergency Medical Services for transport of extreme mental health cases
- Document appropriately per protocol.

## **Final Actions**

- Brief on-coming Team Leader.
- Review and confirm staffing levels for next shift.
- Ensure that all records and reports are turned in to the Special Needs Supervisor.
- Assist with restocking and/or tearing down work stations at the end of shift.
- Participate in debriefing meetings, as required.
- Sign out and turn in all equipment in designated area.