

## Job Action Sheet Behavioral Health Unit Leader

**\*\*\*Read This Entire Position Checklist before Taking Action\*\*\***

<b>Reports to:</b>	MDH Behavioral Health Preparedness Coordinator
<b>Who Reports to you:</b>	Behavioral Health Response Team Leader
<b>Responsibilities</b>	Position is responsible for the coordination of behavioral health response interventions, and provide on site coordination of the behavioral response staging area.

### Activation Phase: Steps taken to get your operations up and running

<input type="checkbox"/>	Obtain briefing of event (type of incident, physical casualties, risk communication message, etc.), and the designated location and number of response sites (Dispensing Center, feeding site, hospital, school, church, community center, etc.).
<input type="checkbox"/>	Determine what behavioral health response teams are needed for this event, and coordinate with MN Responds to activate and deploy staff and to develop staff schedules.

### Incident Phase: Response actions that are part of this position's responsibilities during an incident (Operational Phase)

<input type="checkbox"/>	Maintain ongoing communication with MDH Behavioral Health Coordinator and MN Responds Coordinator regarding BH response and staff needs and liaison with local EOC, Red Cross mental health, and local public health and county human services.
<input type="checkbox"/>	Regularly update behavioral health responders on incident status, and community behavioral health needs., and provide Just-in-Time training to BH responders
<input type="checkbox"/>	Maintain records and reports (Data sheets –daily and weekly; supply sign in sheets; activity reports: donation forms; etc... (Check for appropriate forms in file system) from Behavioral Health Team Leaders, and file daily (or as soon as possible) with MDH Behavioral Health Coordinator.
<input type="checkbox"/>	Reevaluate behavioral health needs based on reports, and adjust interventions, site locations, resources, and response, as needed.
<input type="checkbox"/>	Provide handouts, educational tools, vests, phones, and any other required to behavioral health responders as determined by needs assessment.
<input type="checkbox"/>	Monitor behavioral health responder needs. Provide psychological first aid, self care education, and/or demobilizations, and recommend personnel schedule changes, as needed.

### Post-Incident Phase: Responsibilities of this position after the occurrence of an incident (Demobilization phase)

<input type="checkbox"/>	Provides consultation to community organizations and agencies that will be in contact with disaster victims in the recovery phase.
<input type="checkbox"/>	Records and provides a written report, including the feedback from behavioral health team, to the MDH Behavioral Health Coordinator.