



JOB TITLE: CQT INTERVIEWER

GENERAL FUNCTION: Responsible for making site visits to mental health facilities across Maryland, conducting interviews with mental health consumers and producing accurate reports. Reports to the CQT Director.

REQUIREMENTS:

- Must be a mental health consumer or family member and disclose as such.
- Support the values of consumer self-determination and recovery and the involvement of consumers in service monitoring and quality oversight
- Good interpersonal skills and comfortable working with diverse groups of individuals
- Must work effectively in a team environment
- Ability to maintain strict confidentiality
- Ability to type and basic word processing skills
- Must submit to a background check.
- Must have a driver's license, a clean driving record and a personal vehicle for use in making site visits
- Must be able to work a weekly schedule with frequent statewide travel.
- Must be flexible and able to adapt to changes as the program develops and grows

RESPONSIBILITIES AND DUTIES:

- Make site visits to public mental health facilities across the state of Maryland, driving to sites as needed, and interview consumers using these services
- Write reports, complete filing assignments and some data entry
- Attend meetings with providers and funders
- Handle information and referral requests
- Other duties as assigned