

REQUEST for PROPOSALS

Lakes and Prairies Community Action, Inc
Mental Health Consultation for Reflective Supervision

Submit Proposals by 12:00 PM, July 31, 2024, to:

CAPLP
Colleen Murray
891 Belsly Blvd.
Moorhead, MN 56560
[*Colleenm@caplp.org*](mailto:Colleenm@caplp.org)

*Please contact Colleen Murray with any questions at:
218-512-1504 or colleenm@caplp.org*

Contracted services will begin September 1, 2024

Instructions

Please read this entire Request for Proposal (RFP)

Please Submit a proposal that addresses each area outlined in the Response Requirements section below to the contact named above by the due date named above.

PROGRAM DESCRIPTION

At Lakes & Prairies Community Action Partnership (CAPLP) we provide a wide array of programs and services that are designed to meet the unique needs of the children, families and seniors that live in the communities we serve. All of our programs and services work together to help us achieve our mission to Eliminate Poverty, Empower Families, and Engage Communities. We believe in a holistic approach to helping people build a better future for their families.

Our approach to mental health services and support for clients is supportive, non-judgmental, strengths based and culturally and linguistically responsive and sensitive. We employ a combination of teachers, child care coaches and social workers.

POSITION DESCRIPTION

The Mental Health Consultant (MHC) is responsible for providing mental health consultation to support our teams. The MHC will provide reflective supervision to team members in a group format (currently 12 groups monthly). The MHC will provide CAPLP quarterly training on topics that promote staff well-being. The MHC will also provide program leadership information and report backs on the overall trends and feedback from group sessions at least twice annually.

Duties and Tasks

1. Staff Reflection
 - a. Provide 12 group Reflective Supervision sessions monthly for 1 hour per group, per month.
2. Staff Training
 - a. Support, coordinate and provide staff trainings related to mental health issues at least once per quarter
3. Programmatic Consultation
 - a. Participate in Leadership check in meetings two times per year

SCHEDULE

MHC services are provided within a Monday through Friday work week. This contract will be awarded for a 12-month period. Groups must be held at a consistent time and location each week.

QUALIFICATIONS

Knowledge

- Experience with best practices in Reflective Supervision to promote staff wellbeing and increase staff capacity for compassion resilience

Skills

- Build and maintain strong collaborative relationships with staff and leadership team
- Lead and facilitate trainings for staff
- Communicate effectively with diverse groups

Education and Experience

- LSW who has completed their supervised practice requirement and 30 hours of training in supervision OR LGSW, LISW, or LICSW who has completed 30 hours of training in supervision
- Minimum 2 years of experience in a mental health setting providing prevention services and or mental health therapy
- Experience providing Reflective Supervision

Other

- Must have valid Driver's License and proof of insurance
- Maintain compliance with Criminal Background Studies

SUPERVISION

The MHC will work with the CAPLP Operations Director who will oversee the work and coordinate services.

REIMBURSEMENT

We will negotiate a contract for payment for services per month depending on grant funding and utilization of services. Current average hours of reflection provided on a monthly basis averages approximately 15 hours a month. Please include your hourly rate for services in the proposal.

RESPONSE REQUIREMENTS

Contact Information of Submitting Individual/Organization (Required)

- A. Organization Name, If applicable
- B. Contact Name
- C. Address, City, State, Zip
- D. Phone Number
- E. Email

Service Approach

Please describe how you would provide the services detailed in the Position Description within the context of the outlined Program Description specifically addressing (a) prior

relevant experience, including your experience with reflective supervision (b) your approach to promoting compassion resilience in a work place setting and (c) your approach to effectively implementing mental health consultation, including your ability to partner and build relationships with staff.

Cultural Responsiveness

Please describe your experience working with culturally diverse staff.

Communication regarding services

Please describe how you will communicate with staff and leadership to ensure high quality services.

References

Please include letters and contact information from three (3) references who can comment on your ability to provide similar services as described in this RFP.

Cost Estimate

Please submit a budget, including the direct rate for hourly MHC.

Resume (required)

Please include the resume of the MHC.

Awarded contract holder must show proof of certification to operate in MN.