

COOS COUNTY JOB ANNOUNCEMENT

Mental Health Specialist III Access and Initial Service Team Program Manager

Coos Health & Wellness

\$7,034 - \$8,558 per month

DEPARTMENT: COOS HEALTH & WELLNESS

GENERAL STATEMENT OF DUTIES: Please refer to the attached position description.

APPLICATION PROCEDURE: Coos County Application **REQUIRED.**

Apply to: Coos County Human Resources Department, Courthouse

By mail: 225 N. Adams St
Coquille, OR 97423

By fax: (541) 396-1012

By email: humanresources@co.coos.or.us

CLOSING DATE: Open Until Filled

****Equal Opportunity Employer****

Posted: Coquille Courthouse Email All Coos County Employees
CHW Building County Website
Indeed.com

NOTE: Under provision of the Immigration Reform and Control Act of 1986, Coos County requires that any person hired or rehired to provide evidence of identity and eligibility for employment.

DESCRIPTION OF POSITION

Revision Date: 8/11/2023

| | |
|----|---|
| 1. | Classification Title: Mental Health Specialist III |
| 2. | Working Title: Access and Initial Service Team Program Manager |
| 3. | Department: Coos Health and Wellness Paygrade 823 |
| 4. | Position Is: Full-Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Extra Help <input type="checkbox"/> Seasonal <input type="checkbox"/> Other _____ Excluded from Bargaining Unit? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Eligible for Overtime? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| 5. | What is the purpose of this position? Program Manager for front-end Behavioral Health operations including walk-in crisis and screenings, intake/access functions, and targeted outpatient counseling/therapy services. Ensures adequate staffing, provides program supervision and oversight, coordinates with community partners, and aids in development and quality improvement. Functions as a key part of the clinical management team. May be tasked with supervising other clinical or department staff in the absence of the Program Manager or Director. |
| 6. | Essential functions of the position. (Reason position exists is to perform these functions.) Duties that must be performed to accomplish the purpose of the position include but are not limited to: <ol style="list-style-type: none"> 1. Responsible for the front-end operations of CHW's Behavioral Health Division: Oversight of our walk-in clinic including crisis response/screening/referral; Intake/ access/assessment functions for other CHW programs and protocols; Initial and ongoing counseling and therapy services. 2. Work as a key member of the Behavioral Health Management team; coordinate and cover necessary management tasks; communicate effectively within the group. 3. Direct team to provide direct clinical services to clients and their families to support overall operations. 4. Recruit, hire, supervise, complete annual performance evaluations of front-end clinical staff, recommend merit increases, and initiate and complete disciplinary actions. 5. Ensure compliance with program objectives to meet the needs of the clients, family, community, and department, especially in the area of timely access to quality evidenced based care. 6. Assist in the coordination of Civil commitment activities for the agency. Coordinate with courts, investigators, examiners, and other involved parties 7. Coordinate closely with the Mobile Response team and program manager to ensure adequate crisis response and outreach, sharing resources as needed. 8. Serve as liaison with critical community partners including area hospitals, Coordinated Care Organizations, healthcare providers, law enforcement, Protocall Services, and other community-based organizations, representing CHW in a positive manner. 9. Identify areas of staff development and initiate methods to address identified needs. Mentor staff to problem-solve and develop solutions to department needs and issues. 10. Develop, write, and recommend policies to meet the goals of the department. 11. Review/approve clinical Treatment Plans, Referrals for Therapy/Case Management, and other clinical services. 12. Assure the program maintains Quality Assurance standards set by department, region, state, and federal guidelines. 13. Maintain current information on relevant OARs, contract requirements for clinical services, and policies of department, county, region, and state, ensuring the program is in compliance with all applicable requirements. |

DESCRIPTION OF POSITION

Revision Date: 8/11/2023

| | |
|-----|--|
| | <p>14. Advise the Behavioral Health Director and Clinical Operations Director of program area staffing and budgetary needs.</p> <p>15. Ensure the operational program maintains financial viability, working collaboratively with Management Team to develop and implement annual budget for department.</p> |
| 7. | <p>List the minor duties assigned to this position.</p> <ol style="list-style-type: none">1. Conducts duties in accordance with all applicable laws, regulations, professional, legal, and ethical standards and rules of conduct, including confidentiality, dual relationships, and informed consent.2. Participate in weekly management team meetings.3. Attends Regional and county meetings as assigned.4. Other duties as assigned by the Director. |
| 8. | <p>Supervision This position is supervised by the Behavioral Health Clinical Operations Director or designee. This position supervises the Front-end Operational Team staff members.</p> |
| 9. | <p>Working conditions of position. Works both in typical office settings as well as community-based settings. Hours primarily M-F 8-5p with occasional hours outside to support ongoing needs. Position may require occasional physical exertion including bending, stooping, reaching, and lifting of stacks of files up to 25 pounds. Regular travel occurs within the county, with occasion travel outside the county.</p> |
| 10. | <p>List required special skills, licenses, certificates, etc.</p> <p>Must have a Master's degree in psychology, social work, psychiatric nursing or other mental health-related fields. Must have a minimum of five years progressive post-graduate experience in their specialty area-including two years equivalent to the consultation and administration experience of a Mental Health Specialist 2. Prefer at least two years' experience in supervising clinical staff.</p> <p>Must be able to learn/utilize computer medical record systems including the use of newer office technologies. Must have basic computer, tape recorder or dictation device, copy machine, fax, and telephone skills. Must have good time-management skills; ability to prioritize tasks in a fast-paced environment; and good clinical writing/composition skills. Regular and consistent attendance is required.</p> <p>Must have the ability to establish relationships and cooperate with persons from all walks of life; ability to formulate ideas, verbalize and write concisely; thorough knowledge of principles of comprehensive community mental health and the application of psychiatric, psychological, social, rehabilitation, and educational services; ability to conduct diagnosis and evaluation, treatment planning and treatment monitoring; ability to translate program needs into budget form; demonstrate administrative abilities.</p> <p>Must be able to accept supervision and adhere to County and Department policies. Must be able to establish and maintain harmonious working relationships with other employees and maintain effective interpersonal relationships with co-workers, subordinates and other agencies. Must maintain a positive attitude and represent the County and the Department in the community in a positive manner.</p> |
| 11. | <p>Is operation of motor vehicle required? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> |
| 12. | <p>List equipment, tools, machines used in performance of duties. Computer, copy machine, fax machine</p> |