

# COOS COUNTY JOB ANNOUNCEMENT

## MENTAL HEALTH SPECIALIST II Clinical Case Manager - Children's Program Coos Health & Wellness

\$5,614 - \$6,567 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 Street  
Coquille, OR 97423

**By fax:** (541) 396-1012

**By email:** [humanresources@co.coos.or.us](mailto:humanresources@co.coos.or.us)

**CLOSING DATE:** Open Until Filled

**\*\*Equal Opportunity Employer\*\***

**Posted:** Coquille Courthouse  
CHW Building  
Employment Department  
[Indeed.com](https://indeed.com)

Email All Coos County Employees  
County Website

**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.

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Coos County Human Resources Department, Courthouse, 225 N. Adams, Coquille, OR 97423. (541) 396-7580

## DESCRIPTION OF POSITION

Revision: 12/01/2014

1.	Classification Title: Mental Health Specialist II		
2.	Working Title: Clinical Case Manager		
3.	Department: Mental Health		
4.	Pay Grade: 447 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 type="checkbox"/> No <input checked="" type="checkbox"/> AFSCME Eligible for Overtime? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
5.	What is the purpose of this position? To provide mental health services to children/adolescents.		
6.	Essential functions of position. (Reason position exists is to perform these functions.) List duties that must be performed to accomplish the purpose of the position.  The specific functions of an MHSII position will be assigned based on the current clinical needs of the department. The functions of this position classification include, but are not limited to: <ul style="list-style-type: none"> <li>• Provide “wrap-around” case management services in order to establish community based interventions that divert from hospitalization and insure stabilization in the community; for children/adolescents requiring medication management; children/adolescents with a severe and persistent mental disorder with symptoms that have resulted in substantial functional limitation; and children/adolescents who are at imminent risk of psychiatric hospitalization or removal from home due to a mental or emotional disorder.</li> <li>• Provide direct clinical interventions, systems brokerage, creating supportive network.</li> <li>• Provide short-term services to deal with crisis situations.</li> <li>• Provide psychosocial assessments and individual treatment plans.</li> <li>• Coordinate service plans with involved family, caregivers, medical, psychiatric and other providers. Provide mental health consultation and patient consultation to other health care or social professionals.</li> <li>• May provide skills training for children/adolescents.</li> <li>• May provide individual, group and family therapy as indicated by treatment plan.</li> <li>• Maintain all applicable professional, legal and ethical standards, including confidentiality, dual relations, and informed consent.</li> <li>• Provide clinical documentation, reports, and records to meet State, Federal, Regional and departmental standards and requirements. Includes, but not limited to:             <ul style="list-style-type: none"> <li>• Clinical formulations that clearly direct treatment considerations and focus.</li> <li>• Clear documentation for psychosocial and diagnostic assessments.</li> <li>• Recovery oriented treatment plans with objective, measurable objectives.</li> <li>• Clear, organized, timely progress notes.</li> </ul> </li> <li>• Represent the comprehensive mental health program to the community and promote the interest and education of the community in mental health.</li> <li>• Learn/utilize computer medical record system including use of newer office technologies.</li> <li>• Maintain productivity standards set by departmental policy.</li> <li>• Regular and consistent attendance is required.</li> </ul>		
7.	List the minor duties assigned to this position. <ul style="list-style-type: none"> <li>• Work effectively within a multidisciplinary team.</li> </ul>		

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	<ul style="list-style-type: none"><li>• Attend staff meetings, community agency meetings as needed.</li><li>• Participate in skills trainings/updates.</li><li>• May provide in-service training for staff and other professional disciplines.</li><li>• Complete other assignments and tasks as directed by supervisor and/or Director.</li></ul>
8.	<p>Supervision.</p> <ul style="list-style-type: none"><li>• This position is supervised by the Children's Program Manager.</li><li>• This position does not supervise any staff.</li></ul>
9.	<p>Working conditions of position.</p> <p>Will be based in office setting but will provide much of the services in the community, such as in client homes, schools, and other agencies. Normal working hours are 8:00am - 5:00pm, Mon-Fri. Work will involve bending, squatting, stooping, lifting, pushing, pulling etc. up to 20 pounds of files and other office related materials. Frequent travel required within the county and infrequent travel within the State.</p>
10.	<p>List required special skills, licenses, certificates, etc.</p> <ul style="list-style-type: none"><li>• Must be a Qualified Mental Health Professional or eligible; master's degree in social work, psychology, counseling, or other mental health related field; or Bachelors' in nursing or occupational therapy w/license and experience.</li><li>• Position requires thorough knowledge of the techniques and principles of psychological, behavioral, and social disorders and the application of psychological treatment to these disorders; skill in dealing with the children/adolescents with mental and emotional disorders and their families; ability to develop cooperative relationships with families, physicians, agency personnel and executives and public officials; ability to prepare concise and complete reports and patient records; ability to participate in social planning and to carry out recommendations and directives.</li><li>• At least two years postgraduate experience providing clinical mental health services that include diagnostic assessment and interventions. Bi-lingual a plus.</li><li>• Must have good time-management skills; ability to prioritize tasks in a fast-paced environment; and good clinical writing/composition skills.</li><li>• 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, maintain a positive attitude, and represent the County and the Department in the community in a positive manner.</li></ul>
11.	<p>Is operation of motor vehicle required?      Yes    <input checked="" type="checkbox"/>      No    <input type="checkbox"/></p>
12.	<p>List equipment, tools, and machines used in performance of duties.</p> <p>Basic computer skills, tape recorder or dictation device, copy machine, fax, telephone.</p>