

# COOS COUNTY JOB ANNOUNCEMENT

## MENTAL HEALTH SPECIALIST II

### School Based Therapist Coos Health & Wellness

\$4,678 - \$5,472 per month

This position works primarily in the School District. Scheduled working days follow the school calendar. See #9 of Job Description.

**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  
Indeed

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: 7/8/2014

1.	Classification Title: Mental Health Specialist II S
2.	Working Title: School-based Therapist
3.	Department: Mental Health
4.	<p>Pay Grade: 447</p> <p>Position Is: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Extra Help <input type="checkbox"/> Seasonal <input type="checkbox"/> Other _____</p> <p>Excluded from Bargaining Unit? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> AFSCME</p> <p>Eligible for Overtime? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
5.	<p>What is the purpose of this position?</p> <p>To provide mental health services to adults or children as assigned.</p>
6.	<p>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.</p> <p>This position is based in a local School District and reports to the assigned district administrator as well as the Mental Health Department's Children Program Manager. The functions of this position classification include, but are not limited to:</p> <ol style="list-style-type: none"><li>1. Perform comprehensive mental health assessments with appropriate DSM-IV-TR diagnosis for identified students, complete treatment plans, maintain progress notes on cases opened with Mental Health Department.</li><li>2. Identify children/adolescents at risk of developing mental or emotional disorders, poor school performance, or self-destructive or antisocial acts and initiate appropriate interventions.</li><li>3. Identify children/adolescents who have already developed mental or emotional disorders and provide necessary mental health services or assure appropriate referrals have been made.</li><li>4. Provide appropriate preventative interventions and/or treatments that will resolve or minimize the impact of a disorder on the child/adolescent, the family, the school, and the community.</li><li>5. Assist children/adolescents and their families in accessing community resources identified as necessary to assure stability in school and community environment.</li><li>6. 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>7. Work cooperatively with school to provide a positive school environment that maximizes student success.</li><li>8. Facilitate social skills training or other relevant psycho-educational groups within the classroom.</li><li>9. Provide parenting classes, support groups, multi-family treatment groups for students and their families.</li><li>10. Assist with school based crisis response protocol. Provide crisis intervention and stabilization.</li><li>11. Make appropriate referrals to Coos County Mental Health and other medical providers to assure continuity of care for individuals.</li><li>12. Continuously evaluate health and safety issues and implement appropriate crises planning. Assist consumers/families in self-directing a crises plan.</li><li>13. Represent the comprehensive mental health program to the community and promote the interest and education of the community in mental health.</li><li>14. May provide in-service training for staff and other professional disciplines.</li><li>15. May provide support to community groups and organizations enhancing consumer recovery.</li><li>16. Maintain Quality Assurance standards as set by CCMHD.</li><li>17. Provide clinical documentation, reports, and records to meet State, Federal, Regional and departmental standards and requirements. Includes, but not limited to:<ol style="list-style-type: none"><li>a. Clinical formulations that clearly direct treatment considerations and focus.</li></ol></li></ol>

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<ul style="list-style-type: none"> <li>b. Clear documentation for psychosocial and diagnostic assessments.</li> <li>c. Recovery oriented treatment plans with objective, measurable objectives.</li> <li>d. Clear, organized, timely progress notes.</li> </ul> <p>18. Maintain all applicable professional, legal and ethical standards, including confidentiality, dual relations, and informed consent.</p> <p>19. Maintain productivity standards set by departmental policy.</p> <p>20. Learn/utilize computer medical record system including use of newer office technologies.</p> <p>21. Regular and consistent attendance is required.</p>
<p>7. Supervision</p> <ul style="list-style-type: none"> <li>• This position is supervised by the Mental Health Department's Children Program Manager and the assigned district administrator.</li> <li>• This position does not supervise personnel.</li> </ul>
<p>8. List the minor duties assigned to this position.</p> <ol style="list-style-type: none"> <li>1. Work effectively within a multidisciplinary team.</li> <li>2. Attend staff meetings, community agency meetings as needed.</li> <li>3. Participate in skills trainings/updates.</li> <li>4. Complete other assignments and tasks as directed by supervisor and/or Director.</li> </ol>
<p>9. Working conditions of position.</p> <p>This position works a 40-hour workweek based part of the time within the public school setting. Scheduled working days follow the school calendar. Pay is based on a 10-month salary schedule to be distributed in 12 equal monthly pay periods, County health and retirement benefits provided for the 12-month pay periods. There is no earned/paid vacation leave. Sick leave is provided and accrued only during the 10 working months. Some travel within the community is required.</p>
<p>10. List required special skills, licenses, certificates, etc.</p> <p>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.</p> <p>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 mentally ill and their families; skill in dealing with the public in advocating for the mentally and emotionally disturbed; ability to develop cooperative relationships with families, physicians, agency personnel and executives and public officials; ability to take part in diagnostic and treatment planning conferences; ability to prepare concise and complete reports and patient records; ability to participate in social planning and to carry out recommendations and directives.</p> <p>Prefer at least two years postgraduate experience providing clinical mental health services to children and/or adolescents. CAD/C, bi-lingual a plus.</p> <p>Must have good time-management skills; ability to prioritize tasks in a fast-paced environment; good clinical writing/composition skills; and ability to learn/utilize computer record system.</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, maintain a positive attitude, and represent the County and the Department in the community in a positive manner.</p>
<p>11. Is operation of motor vehicle required?      Yes    <input type="checkbox"/>    No    <input checked="" type="checkbox"/> Updated 3/7/2023</p>
<p>12. 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>