

COOS COUNTY JOB ANNOUNCEMENT

Mental Health Specialist III – Youth Program 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) 396-1010

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

CLOSING DATE: Open Until Filled

****Equal Opportunity Employer****

Posted: Coquille Courthouse
CHW Building
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 Date: 7/1/2022

1.	Classification Title: Mental Health Specialist III		
2.	Working Title: Youth Specialized Services Program Manager		
3.	Department: Coos Health & Wellness Behavioral Health		
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.	<p>What is the purpose of this position?</p> <p>Directs specialized services to youth and families experiencing mental health crises. Delivers individual, family therapy and other clinical interventions while directing overall team-based care within home and community settings. Provides supervision, program development, operational oversight of clinical programs such as Intensive In-home Behavioral Health Treatment and Youth Crisis and Stabilization as assigned by the Behavioral Health Director. Works as a part of the Behavioral Health Leadership team.</p>		
6.	<p>Essential functions of 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:</p> <ul style="list-style-type: none">• Responsible for managing one or more small-team specialized youth programs as assigned by the Director. This may include the Intensive In-home Behavioral Health Treatment team and the Youth Crisis and Stabilization team.• Provide direct clinical services to program participants including individual and family therapy, consultation, environmental interventions and similar. Must have excellent clinical skills with use of evidence-based practices related to treatment of trauma, collaborative problem solving, family systems etc.• Must be able to effectively direct multidisciplinary team including mental health associate/skills trainers, family and peer support, psychiatry positions to deliver high quality care.• Responsible for recruitment, hiring, supervision of staff; complete periodic performance evaluations, recommend merit increases, initiate staff improvement and development.• Provide direct supervision and training to staff. Insure that staff and all processes adhere to department, County, and Bargaining Unit policies and procedures; and comply with contract requirements, state and federal laws governing department services, and privacy/security laws governing protected health information.• Design program objectives to meet the needs of the consumer, family, community and department and develops methods to evaluate success of meeting said objectives. Assure programs maintain Quality Assurance standards as set by applicable guidelines.• Assign and distribute work activities to ensure clinical services are available during hours of operation.• Review/approve client Treatment Plans, referrals for Specialized Services and other clinical services.• Develop, write and recommend policies to meet goals of department.• Work effectively with the CHW Leadership Team to direct overall department operations and maintain continuity.• Ensure programs maintain financial viability, work collaboratively with Management Team to develop and implement annual budget for department. Advises Director of program area staffing and budgetary needs.		
7.	<p>List the minor duties assigned to this position.</p> <ul style="list-style-type: none">• Conducts duties in accordance with all applicable laws, regulations, professional, legal, and ethical standards and rules of conduct, including confidentiality, dual relationships, and		

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	informed consent.
	<ul style="list-style-type: none">• Be a vital part of the CHW and Behavioral Health management team.• Attend staff meetings, participate in trainings/updates skills, attend Regional and county meetings as assigned.• Other duties as assigned by Director.
8.	<p>Supervision</p> <p>This position is supervised by the BH Director or the BH Clinical Operations Director</p> <p>This position supervises one or more specialized youth teams.</p>
9.	<p>Working conditions of position.</p> <p>Position is located in the Behavioral Health Department in a typical office setting. May require occasional physical exertion including bending, stooping, and lifting of stacks of files (up to 20 pounds.) Travel within the county and state is required.</p>
10.	<p>List required special skills, licenses, certificates, etc.</p> <p>Requires Master's degree in psychology, social work, psychiatric nursing or other mental health related field and a minimum of five years of post-graduate experience in providing mental health services; plus, two years' experience in supervising clinical staff.</p> <p>Must be able to learn/utilize computer medical record system including 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.</p> <p>Must have 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 comply with professional ethics, rules of conduct and confidentiality, privacy laws. 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 have ability to represent the highest public image of the community mental health program. 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.</p> <p>Computer, copy machine, fax machine. Must be able to effectively utilize Electronic Health Record and other health related software. Must be able to utilize technology to work effectively in off-site locations.</p>