

# COOS COUNTY JOB ANNOUNCEMENT

## MENTAL HEALTH ASSOCIATE II Coos Health & Wellness

Coos Health & Wellness is seeking a qualified Mental Health Associate to assist individuals with mental health issues by providing support, education and case management.

\$4,232 - \$4,951 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  
County Website

Email All Coos County Employees  
Indeed

**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: March 2017

1.	Classification Title: Mental Health Associate II
2.	Working Title: Case Manager
3.	Department: Coos Health & Wellness Behavioral Health Division
4.	Pay Grade: 450 Position Is:      Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Extra Help <input type="checkbox"/> 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 community-based services, helping to support individuals with significant mental health issues in achieving their recovery goals.
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. <ul style="list-style-type: none"> <li>• Provide support, education and case management to consumers to assist them in achieving their recovery goals. Maintain strength-based approach.</li> <li>• Utilize motivational interviewing and provide stage appropriate interventions.</li> <li>• Implement approach to utilize and enhance consumers' natural supports.</li> <li>• Coordinate work with involved family, caregivers, medical, psychiatric and other providers.</li> <li>• Assist consumers in accessing available benefits and services.</li> <li>• Continuously evaluate health and safety issues and implement appropriate crisis planning. Assist consumers in self-directing a crisis plan.</li> <li>• Provide support to community groups and organizations enhancing consumer recovery.</li> <li>• Work effectively within a multidisciplinary team.</li> <li>• Provides clinical documentation to meet State, Federal, Regional and departmental standards and requirements which includes:             <ul style="list-style-type: none"> <li>• Developing recovery-oriented treatment plans with measurable and objective goals.</li> <li>• Completing clear, organized, timely progress notes.</li> <li>• Learns/utilizes computer medical record system; including use of newer office technologies.</li> <li>• Maintain all applicable professional, legal and ethical standards, including confidentiality, dual relations, and informed consent.</li> <li>• Maintain productivity standards set by departmental policy and carry out other instructions from supervisor and/or Director.</li> </ul> </li> </ul>
7.	List the minor duties assigned to this position. <ul style="list-style-type: none"> <li>• Attends staff meetings, community agency meetings as needed.</li> <li>• Participates in trainings and updates skills.</li> <li>• Complete other assignments and tasks as directed by supervisor and/or Director.</li> </ul>
8.	Working conditions of position. Typical office setting, 8:00am - 5:00pm, Mon-Fri. Frequent travel required within the county and infrequent travel within the State. Position may require some stooping, bending, reaching, and lifting of up to 25 pounds.
9.	Supervision This position is supervised by the Adult Outpatient Program Manager. This position does not supervise any employees.
10.	List required special skills, licenses, certificates, etc. Must be a Qualified Mental Health Associate or eligible; Bachelor's degree in health/behavioral health or a

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combination of at least three years' work experience, training or education in mental health.

Valid driver license required. 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.

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.

11. Is operation of motor vehicle required?      Yes          No   

12. List equipment, tools, and machines used in performance of duties.  
Laptop or desktop computer, electronic health record, dictation device, copy machine, fax & telephone.