

COOS COUNTY JOB ANNOUNCEMENT
Coos Health & Wellness – Behavioral Health

Civil Commitment Investigator
Mental Health Specialist II

\$6,291 - \$7,359 per month

Join our Civil Commitment Team as an investigator and play a crucial role in the mental health system. In this position, you will work with local hospitals, courts and community agencies providing investigations for those involved in the Pre-commitment and Civil Commitment process. As part of this team, you will serve as a liaison between local hospitals and the community mental health provider.

Must successfully pass a background check through DHS, and pass a DMV driving check.

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
Coquille, OR 97423

By fax: (541) 396-1012

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

CLOSING DATE: Open Until Filled

****Equal Opportunity Employer****

Posted: Courthouse
County Website
Indeed
CHW Building
Email all Coos County Employees

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

BOC Approval Date: 4/27/2026

1.	Classification Title: Mental Health Specialist II
2.	Working Title: Mental Health Specialist II / Civil Commitment Investigator
3.	Department: Behavioral 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>This position exercises clinical judgement to conduct Pre-commitment and Civil Commitment investigations. The role integrates clinical assessment with legal standards, gathers and evaluates relevant information, and prepares clear, objective investigation reports. The Therapist serves as liaison to local hospitals and participates in court appearances as needed. In collaboration with a multi-disciplinary team, the therapist will assess cases and identify appropriate alternatives to commitment, supporting the best outcomes for individuals served.</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>The specific functions of this MHSII position includes, but is not limited to:</p> <ul style="list-style-type: none"> • Provide direct clinical services, including completing timely investigations and assessments for clients hospitalized on emergency mental health holds to determine if they meet criteria for civil commitment hearing or a least restrictive alternative, in accordance with statutory and program requirements. • Conduct and document interviews with individuals alleged to have a mental illness, as well as their families or other relevant witnesses. • Review medical and police records and consult with treatment providers to determine if an individual meets criteria for a commitment hearing. • Coordinate with community partners, local hospitals, the court system, other counties, and Oregon State Hospital on the Civil Commitment process. • Coordinate with ENCC post-commitment to support treatment and services for individuals placed on civil commitment. • Serve as the hospital liaison to foster effective communication and care coordination. • Present findings, prepare hearing reports, and make legal recommendations to the circuit court based on criteria outlined in ORS 426; coordinate court appearances of witnesses, including technical support for remote testimony. May be required to testify as an expert witness at commitment hearings and provide related documentation to hospitals. • Prepare for revocation and recertification hearings, representing the county effectively. • May be required to complete mental health assessments and service plans to support care coordination and ongoing mental health services. • Develop working knowledge of ORS 426 related to Civil Commitment and perform duties within this scope. • Complete training and activities related to Civil Commitment standards, including state data reporting. • Maintain all applicable professional, legal and ethical standards, including confidentiality, dual relations, and informed consent. • Provide clinical documentation, reports, and records that meet State, Federal, Regional and departmental standards and requirements. Includes, but not limited to: <ul style="list-style-type: none"> ○ Clinical formulations resulting in a provisional diagnosis that guide treatment considerations and focus. ○ Clear documentation of psychosocial and diagnostic assessments. ○ Recovery oriented treatment plans with measurable objectives.

DESCRIPTION OF POSITION

<ul style="list-style-type: none"> ○ Clear, organized, and timely progress notes. • Represent the behavioral health program to the community and promote awareness and education related to behavioral health. • Learn/utilize the electronic medical record system and other office technologies. • Maintain productivity standards set by departmental policy. • May provide in-service training for staff and other professional disciplines. • May support community groups and organizations to enhance consumer recovery. • Maintain regular and consistent attendance. • May be required to assist other clinical programs, including adult and youth services, as needed to support cross training and departmental needs.
<p>7. List the minor duties assigned to this position.</p> <ul style="list-style-type: none"> • Work effectively within a multidisciplinary team. • Attend staff meetings, community agency meetings as needed. • Participate in skills trainings/updates. • Complete other assignments and tasks as directed by supervisor and/or Director.
<p>8. Supervision This position is supervised by the Mobile Response Team Manager. This position does not supervise any staff.</p>
<p>9. Working conditions of position. Typical office setting, 8:00am - 5:00pm, Mon-Fri. Options for alternative work schedules may be available pending need of program. Travel may be required within the county and infrequent travel within the State.</p>
<p>10. List required special skills, licenses, certificates, etc. Must be a Qualified Mental Health Professional or eligible; master's degree in social work, psychology, counseling, or other behavioral health related field; or Bachelor's Degree in nursing or occupational therapy w/license and experience. Will be required to maintain Civil Commitment Investigator certification through OHA . 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 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. Prefer at least two years postgraduate experience providing clinical behavioral health services. CAD/C, bi-lingual a plus. 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.</p>
<p>11. Is operation of motor vehicle required? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>12. List equipment, tools, and machines used in performance of duties. Basic computer skills, tape recorder or dictation device, copy machine, fax, telephone.</p>