

COOS COUNTY JOB ANNOUNCEMENT

Mental Health Specialist III

Program Manager Substance Use Disorders (SUD) Team

Coos Health & Wellness Behavioral Health

\$7946 - \$9667 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) 396-1012

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

CLOSING DATE: Open Until Filled

****Equal Opportunity Employer****

Posted: Coquille Courthouse
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. BOC Approval Date:
10/1/2024

1.	Classification Title: Mental Health Specialist III		
2.	Working Title: Substance Use Disorders Treatment Program Manager		
3.	Department: Coos Health and Wellness Paygrade 823		
4.	Position Is: Full Time ☒ Part Time ☐ Extra Help ☐ Seasonal ☐ Other _____ Excluded from Bargaining Unit? Yes ☒ No ☐ Eligible for Overtime? Yes ☐ No ☒		
5.	What is the purpose of this position? To provide supervision, program development, and operational oversight of substance use disorder services within Coos Health and Wellness. Some direct provision of SUD services, including assessment and treatment. Work closely with the clinical management team in the overall provision of Behavioral health services within the agency. Coordinate closely with system partners and other health providers. May supervise other clinical or department staff in the absence of the Behavioral Health Director.		
6.	Essential functions of the position: a. Responsible for the direct, day-to-day Substance Use Disorders Treatment programming within the agency; b. Recruits, hires, supervises, completes annual performance evaluations, recommends merit increases, initiates and completes disciplinary actions for SUD staff. c. Provides direct supervision and training to SUD staff. Ensure 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 (HIPAA), and 42 CFR Part 2. d. Directs team-based care to ensure that we are meeting department productivity standards and the needs of our internal and external customers, e. Provides direct clinical services for the efficient functioning of the program. f. Assigns and distributes work activities to ensure clinical services are available during clinic hours of operation and to the other clinical service teams, including Youth, Forensics, and Adult Intensive. g. Identifies areas for program and staff development and initiates methods to address identified needs. Mentors staff to problem-solve and develop solutions to department needs and issues. h. Designs program objectives to meet the needs of the consumer, family, community, and department, and develops methods to evaluate the success of meeting said objectives. i. Works effectively as a member of the CHW and Clinical Management Team to identify opportunities to provide innovative and high-quality services. j. Reviews/approves client Assessments, Treatment Plans, progress notes, referrals, and other clinical documentation to ensure compliance and quality. k. Ensure coordination with higher levels of SUD service related to care transitions, such as Residential, Detox, or Day Treatment services. Ensure coordination with other local SUD providers related to clients' care needs. l. Helps develop Quality Assurance standards for the department and implement/ monitor within the program area. m. Advises the Director related to the SUD program, including program staffing and budgetary needs. n. Assures program maintains financial viability, works collaboratively with the Management Team to develop and implement an annual departmental budget.		
7.	List the minor duties assigned to this position. • Performs work in alignment with CHW's mission, vision and values as well as its strategic goals • Adheres to CHW's Code of Conduct, County and CHW Policies, and Employee Handbook; • Attends required staff meetings and community agency meetings. • Completes assigned trainings and updates skills.		

DESCRIPTION OF POSITION

	• Ensures that any required licenses/certifications are kept current and active. • Complete other assignments and tasks as directed by supervisor and/or Director
8.	Supervision This position is supervised by the Mental Health Director. This position supervises the Substance Use Disorders Treatment team.
9.	Working conditions of the position. Typical office setting, usual hours 8-5, Mon-Friday. Option to have 4x10 schedule. Position may require occasional physical exertion, including bending, stooping, reaching, and lifting of stacks of files up to 25 pounds. Travel within the county and state may be required.
10.	List required special skills, licenses, certificates, etc. CADC II certification required or ability to obtain within 6 months of hire. Strong preference for Mental Health Degree or credential, I,e Qualified Mental Health Professional or equivalent. For individuals self-identified as in recovery from SUDs, must have maintained continuous abstinence/sobriety for the two years immediately preceding the date of hire. Minimum 5 years in providing direct services for SUD patients. Minimum 1 year of clinical supervisor experience providing clinical supervision to staff as required by OAR 309-109. Minimum of 2 years or more providing services to individuals within one or more of the following populations: youth with severe emotional disturbance, adults with severe and persistent mental illness Must be able to learn/utilize a 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. Regular and consistent attendance is required. 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. Must be able to accept supervision and adhere to County and Department policies. Must comply with professional ethics, rules of conduct, and confidentiality and 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 the ability to represent the highest public image of the agency. Must maintain a positive attitude and represent the County and the Department in the community in a positive manner.
10.	Is operation of motor vehicle required? Yes ☒ No ☐
11.	List equipment, tools, machines used in performance of duties. Computer, copy / fax machine, electronic health record