

# COOS COUNTY JOB ANNOUNCEMENT

## MENTAL HEALTH ASSOCIATE III 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. This position works closely with community-based service providers, family members, medical personnel, and caregivers to ensure individuals achieve their recovery goals and have access to available benefits.

Candidates must be an Oregon Certified Alcohol and Drug Counselor (CADC)

\$4,668 - \$5,462 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  
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  
Employment Department

Email All Coos County Employees  
County Website  
Indeed.com

**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.

## DESCRIPTION OF POSITION

Revision: March 2017

1.	Classification Title: Mental Health Associate III
2.	Working Title: Case Manager with Alcohol and Drug Counseling Certification (CADC)
3.	Department: Coos Health & Wellness Behavioral Health Division
4.	Pay Grade: 451 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. To provide specialized services to consumers with Substance Use Disorders. This position is used for employees that are Mental Health Associate II's that also possess an Oregon CADC.
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 crises 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> <li>• Complete Substance Abuse assessments to establish the ASAM criteria necessary for admission to residential and other higher levels of treatment.</li> <li>• Facilitate/co-facilitate Co-Occurring Disorders groups. Assist in the development and advocate for other necessary treatment services.</li> <li>• Assist other clinicians and their clients in the development of integrated treatment plans to address co-occurring disorders</li> <li>• Provide individual and group consultation in regard to co-occurring disorders.</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.	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 combination of at least three years work experience, training or education in mental health. Must be an Oregon Certified Alcohol and Drug Counselor 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

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	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.
10.	Supervision <ul style="list-style-type: none"><li>• This position is supervised by the ACT Team Program Manager.</li><li>• This position does not supervise any employees.</li></ul>
11.	Is operation of motor vehicle required?      Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
12.	List equipment, tools, and machines used in performance of duties. Laptop or desktop computer, electronic health record, dictation device, copy machine, fax & telephone.