

**COOS COUNTY JOB ANNOUNCEMENT**  
**Coos Health & Wellness**

**MENTAL HEALTH SPECIALIST II**  
**Assertive Community Treatment Team (ACT)**

ACT Team is an evidence-based practice designed to provide comprehensive treatment and support services to individuals diagnosed with serious mental illness. ACT services are provided by a multidisciplinary team to maximize independence and community integration.

\$5,816 - \$6,803 per month  
\$69,792 - \$81,636 per year

Position requires a valid Driver's License. An Offer of Employment made to the successful applicant for this position will be conditional upon a DMV Driving History Report being conducted.

**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

**CLOSING DATE:** Open Until Filled

**\*\*Equal Opportunity Employer\*\***

**Posted:** Coquille Courthouse                      Email All Coos County Employees  
The Ginger Swan Building                      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.

## DESCRIPTION OF POSITION

Revision: 11/07/2014

1.	Classification Title: Mental Health Specialist II		
2.	Working Title: Clinical Case Manager		
3.	Department: Mental Health		
4.	Pay Grade: 447		
	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 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 mental health services to adults as assigned.		
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.  The specific functions of an MHSII position will be assigned based on which clinical program the position is working in. The functions of this position classification include, but are not limited to:		
	<ol style="list-style-type: none"> <li>1. May be assigned to provide direct services including individual, group and family therapy as indicated by treatment plan. May be assigned to provide case management and other necessary services.</li> <li>2. May be assigned to provide supervision and case management for individuals in the county under the Psychiatric Security Review Board (PSRB).</li> <li>3. Provide support, counseling and education to consumers to assist them in achieving their recovery goals. Maintain strength-based approach. Assist consumers in accessing available benefits and services.</li> <li>4. Implement approaches that utilize and enhance consumers' natural supports.</li> <li>5. Utilize motivational interviewing and provide stage appropriate interventions.</li> <li>6. Continuously evaluate health and safety issues and implement appropriate crises planning. Assist consumers in self-directing a crises plan. Provide crisis intervention and stabilization.</li> <li>7. Coordinate service plans with involved family, caregivers, medical, psychiatric and other providers. Provide mental health consultation and patient consultation to other health care or social professionals.</li> <li>8. Maintain all applicable professional, legal and ethical standards, including confidentiality, dual relations, and informed consent.</li> <li>9. Provide clinical documentation, reports, and records to meet State, Federal, Regional and departmental standards and requirements. Includes, but not limited to:           <ol style="list-style-type: none"> <li>a. Clinical formulations that clearly direct treatment considerations and focus.</li> <li>b. Clear documentation for psychosocial and diagnostic assessments.</li> <li>c. Recovery oriented treatment plans with objective, measurable objectives.</li> <li>d. Clear, organized, timely progress notes.</li> </ol> </li> <li>10. Represent the comprehensive mental health program to the community and promote the interest and education of the community in mental health.</li> <li>11. Learn/utilize computer medical record system including use of newer office technologies.</li> <li>12. Maintain productivity standards set by departmental policy.</li> <li>13. May be assigned to carry a specialized workload of more complicated situations, or assigned to work in specific mental health areas such as comprehensive psychosocial and diagnostic assessments and preparing treatment plans; providing brief or ongoing therapy; participating in crisis team responses; conducting diagnostic examinations and making recommendations to the court; completing civil commitment services.</li> </ol>		

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	<p>14. May provide in-service training for staff and other professional disciplines.</p> <p>15. May provide support to community groups and organizations enhancing consumer recovery.</p> <p>16. Regular and consistent attendance is required.</p>
<p>7.</p>	<p>List the minor duties assigned to this position.</p> <ol style="list-style-type: none"> <li>1. Work effectively within a multidisciplinary team.</li> <li>2. Attend staff meetings, community agency meetings as needed.</li> <li>3. Participate in skills trainings/updates.</li> <li>4. Complete other assignments and tasks as directed by supervisor and/or Director.</li> </ol>
<p>8.</p>	<p>Supervision</p> <p>This position is supervised by either the Brief Therapy Crisis Services Manager or the Adult Services Manager.</p> <p>This position does not supervise any staff.</p>
<p>9.</p>	<p>Working conditions of position.</p> <p>Typical office setting, 8:00am - 5:00pm, Mon-Fri. Frequent travel required within the county and infrequent travel within the State.</p>
<p>10.</p>	<p>List required special skills, licenses, certificates, etc.</p> <p>Must be a Qualified Mental Health Professional or eligible; master's degree in social work, psychology, counseling, or other mental health related field; or Bachelors in nursing or occupational therapy w/license and experience.</p> <p>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.</p> <p>Prefer at least two years postgraduate experience providing clinical mental health services. CADDC, bi-lingual a plus.</p> <p>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.</p> <p>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.</p>	<p>Is operation of motor vehicle required?      Yes    <input checked="" type="checkbox"/>      No    <input type="checkbox"/></p>
<p>12.</p>	<p>List equipment, tools, and machines used in performance of duties.</p> <p>Basic computer skills, tape recorder or dictation device, copy machine, fax, telephone.</p>